



Saint Joseph's
CATHOLIC SCHOOL

Clerk to the Governors

CANDIDATE INFORMATION



Welcome from the Headteacher

Dear Candidate,

The Governors and I welcome your interest in the position of clerk to the governing body at St Joseph's Catholic School.

St Joseph's is a smaller than average school. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and hence improving their life chances.

Our reputation within the community, following year-on-year improvements in results, has resulted in us becoming oversubscribed and a school of choice for many parents. Since 2016, the school has seen an increase in pupil numbers of 31%.

Following an extremely pleasing Ofsted inspection in January 2018, we have a clear focus on the areas we need to improve. I am thrilled that the Inspectors recognised the tireless hard work, commitment and dedication that occur every day and how the school has improved over time because of the relentless drive for excellence. The school was judged to be Good in all areas with clear evidence of elements that are Outstanding.

2023 headline figures for Maths and English showed a 10% rise compared to the previous year's results which bucks the national trend.

New staff joining the school will be welcomed by a warm, supportive environment, along with excellent professional opportunities to expand your personal growth.

If you believe that this is a challenge you would like to be a part of, we invite you to visit the school and see for yourself the opportunity we are offering.

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.

Mr J. McParland
Interim Headteacher



Key Information

Post:	Clerk to the Governors
Salary Range:	Grade E (£12.38 per hour)
Responsible To:	Chair of Governors
Contract Type:	Permanent
Hours:	208 per year (averages at 4 hours per week but potentially more when meetings to be minuted and less at other times)

“Thank you for your support and leadership throughout my time at St Joseph’s. I am very grateful for the high standards you set and feel confident to further my career, but St Joseph’s will always hold a special place for me.”

Dates

Application Deadline:	9am, Wednesday 17th April 2024
Interviews:	TBC
Start Date:	June/July 2024



Responsibilities & Key Tasks for Clerk to the Governors

Areas of Responsibility and Key Tasks:

- To support the Governing Body in the discharge of their functions in accordance with legislation.
- To collate information, provide agendas, attend and minute all six of our full Governing Body meetings each year.

Main responsibilities:

- To provide administrative and procedural support in order that meetings of the Governing Body are efficiently prepared for
- Liaise with the Chair and Headteacher before meetings to prepare a purposeful agenda
- Produce, collate, and distribute the agenda and papers to recipients in a timely manner before meetings
- Take notes at meetings to prepare minutes, recording all decisions accurately and objectively indicating who is responsible for any agreed actions and any agreed timescales
- Prepare draft minutes and arrange for approval/amendment by Chair and Head teacher before circulation to all Governors and Diocesan authority if necessary
- Maintain a database of names, addresses and category of Governing body members and their term of office and membership of committees and nominated areas of responsibility (e.g. safeguarding)
- Maintain copies of current terms of reference for committees
- Inform the Chair and appropriate members of any memberships due to expire
- Provide a welcome pack/information for newly appointed governors
- Maintain governor meeting attendance records, advising the Chair of any concerns
- Ensure an annual register of pecuniary interests is reviewed and maintained
- Keep up to date with current educational developments and legislation affecting school governance in order to provide pro-active support to the Governing Body.
- Maintain governor training records
- Take minutes at any adhoc meetings involving governors, e.g. staff disciplinary, parental disputes

We are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.

“Before I came to St Joseph’s I was very close to giving up on teaching as I had many knock backs in my first school... but it turns out I just hadn’t found the right school. I will be forever grateful for the support I received on a professional level, but also on a personal level when I needed it most.”

“You really have been a wonderful lot to work with. You are so patient and kind which really makes a difference. I will miss the banter over the phone and in the corridors which has made it a joy coming to work. You are all part of an amazing team and the students at this school are very lucky to have you.”



Person Specification for Clerk to the Governors

Criteria	Essential	Desirable	Identified By
Qualifications			
Minimum of 5 subjects at GCSE or equivalent including Maths and English	✓		Application Form
Holding a relevant clerking qualification/experience (or willing to obtain)		✓	Application Form
Experience			
Proven administrative experience	✓		Application Form
Experience in a similar role		✓	
Knowledge & Skills			
Excellent organisational skills	✓		Application
Excellent IT skills and familiarity with Office 365	✓		Interview
Excellent communication skills, both verbal and written	✓		Interview
Understanding of GDPR		✓	Application, Interview
Understanding of Catholic education		✓	Interview
Commitments			
Sympathetic to Catholic values	✓		Interview
Committed to safeguarding and promoting the welfare of children	✓		Interview
Personal Qualities			
Personable, approachable, and courteous at all times	✓		Interview
Flexible attitude to work and role as circumstances demand	✓		Interview
Ability to use initiative, but also happy to seek support	✓		Interview



About St Joseph's Catholic School

"Excellence for the sake of the Gospel"

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

Our School Ethos

St Joseph's Catholic School is a small 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting, and caring school where our Catholic ethos is at the heart of everything we do.

Our values and ethos permeate everyday life as a community, each child and every adult are treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our school is committed to be a centre of excellence for all faiths and abilities, and we are very proud of our successes and our outstanding reputation within the local community.

Overview of the School

Our school encourages and guides each of its pupils to develop their own unique gifts and talents.

By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills, and attributes to achieve their true potential.

Everyone in school is here for a purpose, to learn each day, and to widen their knowledge, experience, and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve, and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.





Academic Success

Over the past five years, St Joseph's Catholic School has exceeded challenging targets, securely placing us, yet again, as one of the best schools in the country and in Salisbury for the progress of pupils.

We have received local and national recognition for our GCSE results which places our school as one of the top-performing smaller educational establishments in the country.



Staff Welfare & Career Professional Learning

As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish.

We offer a suite of NPQ national qualifications to all those staff who show leadership potential and wish to move into Senior Leadership in the coming years.

Recently, we have supported four staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.



Safeguarding & Child Protection

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The school will conduct online searches through Google for all shortlisted applicants. All new staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Child Protection policies.



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Thank you for your interest –
we look forward to hearing
from you soon.

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