

## Clerk to the Board of Trustees The Tottenham Grammar School Foundation

The Tottenham Grammar School Foundation (TGSF) is seeking a new Clerk to the Trustees as the longstanding and successful incumbent is approaching retirement.

This is a pivotal role for TGSF, requiring a dedicated and diligent individual who is committed to supporting the Trustees in achieving the Charity's goals.

### **Main duties include:**

1. To assist and provide strategic guidance to the Trustees in the fulfilment of TGSF's strategic objectives and ensuring alignment and compliance with the Trust Deed.
2. To arrange and attend regular Trustees' meetings and any other meetings at the direction of the Trustees, ensuring papers are circulated in a timely manner and all appropriate actions and discussions are captured and minutes circulated.
3. To manage the grant application process, carrying out due diligence to ensure applications fall within the Trustees' policies.
4. To maintain a cumulative and substantive record of all grants awarded or declined.
5. To manage the payment process ensuring that grants are paid in a timely manner and in accordance with the Trustees' decisions.
6. To keep the application and monitoring processes under review and to make improvements where possible.
7. To ensure all fiduciary and statutory filings are made in a timely and appropriate manner, in particular the Annual Report and Return.
8. Review and maintain all TGSF Policies, internal processes and systems.
9. To manage and maintain the Trustee membership records.
10. To liaise directly with TGSF's Bankers, Fund Managers. Auditors and Legal Advisers.
11. To seek opportunities to promote TGSF to all sections of the community and develop joint ventures or partnerships to enhance the effectiveness of the Trustees' grant making.
12. To maintain and develop TGSF's website.
13. To represent the Trustees where appropriate.
14. To carry out specific duties as from time to time may be reasonably requested by the Trustees.

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**Personal specifications:**

- a. Experience: Proven experience in a comparable role, preferably within a charitable, not for profit or educational organisation. Experience in grant management and working with trustees or a board of directors is desirable.
- b. Educational Qualifications: A professional qualification in a relevant field such as Clerking, Business Administration, Finance or Law; or a degree in a relevant subject, is desirable.
- c. Skills: Excellent organisational, administrative, and time management skills. Strong attention to detail and the ability to manage multiple tasks simultaneously.
- d. Communication: Outstanding written and verbal communication skills, with the ability to produce high-quality reports and correspondence.
- e. Interpersonal Skills: Strong interpersonal skills with the ability to build and maintain effective relationships with a wide range of stakeholders, including Trustees, Fund Managers, Auditors, Legal Advisers, Haringey Council and applicants.
- f. Analytical Ability: Strong analytical and problem-solving skills, with the ability to conduct thorough due diligence and make informed decisions.
- g. Technical Proficiency: Proficiency in the use of Adobe Acrobat, Microsoft Office Suite and other relevant software. Experience with website maintenance and development is an advantage.
- h. Initiative: A proactive approach to work, with the ability to identify and implement improvements to processes and systems.
- i. Integrity: A high level of personal integrity and professionalism, with a commitment to upholding the values and objectives of TGSF.

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**The Charity and the Clerk's role:**

TGSF is a Charity which promotes the education of persons under the age of 25 and who are resident in the London Borough of Haringey and have attended as a pupil in a state-maintained school and who are in need of financial assistance.

The Charity also provides benefits (grants) at maintained schools and colleges in the Borough for items that are not normally provided by the Local Education Authority or the Governing Body. Grants are also made to charities, voluntary groups and other organisations working with young people in the Borough.

Comprehensive information about the Charity and its work can be found on the website: [www.tgsf.info](http://www.tgsf.info) . The range and scope of the Charity's grant giving is detailed in the Annual Report which can be accessed via the website or directly at:

[http://www.gc-solutions.org.uk/TGSF\\_LATEST\\_Annual\\_Report.pdf](http://www.gc-solutions.org.uk/TGSF_LATEST_Annual_Report.pdf)

This is a self-employed/contract role, working mostly from home. There are 10 Trustees' meetings per annum, currently held in the evening at Capital City College, Tottenham centre, and occasional ad-hoc meetings with key stakeholders. The estimated time commitment is an average of 32 hours per week, with peaks and troughs through the academic year, indicative earnings £55K pa.

The Clerk has no support staff and is responsible for most tasks relating to the job. The postholder needs to be able to work alone, planning, and managing their workload. They must be able to manage good remote communication with the Chair and other Trustees. The Clerk is the link between applicants and the Trustees. The Clerk needs to accumulate a body of knowledge about the capacity and capability of schools and organisations working with young people in the Borough. This understanding and knowledge is required to advise the Trustees.

The successful applicant will have an exciting opportunity to take their career in a new direction and at the same time, make a difference to the lives of young people in Haringey.

To apply, please send your CV, details of 2 referees and a covering letter detailing your suitability for the role to [chairman@tgsf.org.uk](mailto:chairman@tgsf.org.uk) by 30/04/25

Interviews will take place w/c 19/05/25.