



## THE WORSHIPFUL COMPANY OF SKINNERS

### Clerk to School Governor Meetings

<b>Start date:</b>	As soon as possible
<b>Reporting to:</b>	Head of School Governance
<b>Remuneration:</b>	£35,000 p.a (pro rata)
<b>Hours:</b>	Zero contracted hours 25-30 governors' meetings per year Potential additional hours as and when required
<b>Location:</b>	Governors' meetings across our schools, or home working
<b>Key working relationships:</b>	Clerk to the Skinners' Company Director of Education Executive Assistant to the Director of Education Chairs of Governing Bodies, Governors and Headteachers

---

### THE SKINNERS' COMPANY

*The Skinners' Company is one of the Great Twelve Livery Companies of the City of London. It developed from the medieval trade guild of furriers and was incorporated by Royal Charter in 1327.*

Today, the Company is a major not-for-profit organisation involved in running eight schools, sheltered housing, and grant programmes. Education is a core charitable purpose, and we believe that education is the best way to protect and enhance diversity now and in the future.

As a modern City Livery Company, we embrace and support all human rights, as enshrined in UK law, regardless of race, gender, creed, age, or origin. We welcome diversity in members, staff, and contractors. This is one of our strengths and we are committed to ensuring that everyone is always treated with dignity, courtesy, and respect.

The Company has a diversifying membership of over 1,200 people who are eligible to attend a variety of activities and events including recreational sport; they also volunteer to support its charities and schools.

---



## EDUCATION

The Skinners' Company has been involved in education since the Middle Ages. More recently, the Company has taken on several schools under the Academies Programme, and we have around 7,500 pupils under our care today.

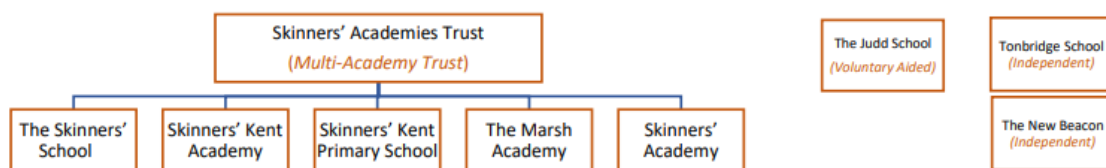
We have a strong belief in the power of education to promote social mobility and address disadvantage. We put students at the centre of all that we do and have a commitment to obtaining the best outcomes possible for each student in our eight schools.

The aim of our schools is to provide young people with the opportunity to make the most of their talents and fulfil their potential. To do that we ensure that our schools have first-class teaching, management, and leadership, support each other through collaboration and sharing of expertise and good practice, and are supported and held to account by high-quality governing bodies.

### Our schools

The Company's eight schools are in west Kent (The Skinners' School, The Skinners' Kent Academy, Skinners' Kent Primary School, Tonbridge School, The Judd School, and the New Beacon School); on the Kent coast (The Marsh Academy) and in North London (Skinners' Academy).

Our portfolio of schools includes primary and secondary, all ability and selective, state funded and independent. They also operate under a range of governance structures. From the 1st of September 2023 the structure will be as set out below.



Skinners Company, as the sponsor, nominates and appoints the majority of governors to each of the governing bodies, with a key emphasis on selecting candidates who can commit the time and skills to the challenging, rewarding role of being a governor. The advice, guidance, and clerking support we offer each of our governing bodies is a central element of the Company's support to its schools.

---



## **PRINCIPAL RESPONSIBILITIES**

We are looking for an experienced school and academy clerk to provide first-class support to Governing Bodies and Committees across this successful family of schools.

### **Minute-taking**

- To attend meetings in person or on zoom as necessary, and take detailed minutes with actions arising, to whom the actions have been delegated and timeframes involved.
- To prepare the first draft of the minutes and action log within 5 working days.
- To incorporate amendments and corrections for the submission of the final approved draft to the Head of School Governance.

### **Advisory**

- To build strong relationships with Heads and Chairs of all our schools.
- During meetings, to provide strategic advice and support on all governance issues to Chairs of Governing Bodies – consulting the Head of School Governance, as necessary.

### **Other**

- As may be necessary:
    - To prepare agenda for meetings on occasion in liaison with the Head of School Governance, the Headteacher and the Chair.
    - To collate and circulate documents in advance of the meeting.
  - To maintain Governing Board registers and ensure our database information is up to date.
  - To clerk extraordinary meetings or panel hearings.
-



## **PERSON SPECIFICATION**

### **Qualifications**

- Educated to at least A Level, or equivalent
- Accredited Clerk status (desirable)

### **Knowledge and Experience**

- Knowledge of policies, procedures, codes of practice and legislation relevant to academy and maintained school governance.
- A good understanding of governance best practice at school and academy trust level.
- Prior experience of clerking.
- Governance experience across a range of different school phases and sectors (desirable).

### **Attitude and Skills**

- A commitment to improving education for all through great school governance.
  - Strong organisational skills with meticulous attention to detail.
  - A passion for continuous improvement.
  - Accustomed to working flexibly to meet deadlines and responding to unplanned situations.
  - Ability to manage and deal appropriately with confidential issues and data.
  - Excellent teamworking and relationship-building skills, with a can-do approach.
  - Sound minute taking and report writing skills.
  - Credibility to advise, support and influence Heads and Chairs of Governors.
  - Expertise in using Office 365, Salesforce, and website management.
-



## TERMS OF APPOINTMENT

The new Governance Professional will be expected to take up the post as soon as possible.

### Personal and professional development

The Company is committed to supporting the professional development of its staff and ensuring that we provide our schools with the best possible service. To that end, the role will also require the postholder to:

- Undertake appropriate and regular training and development to maintain their knowledge and improve practice, including the pursuit of professionally recognised qualifications.
  - Be a member of, and liaise with, relevant professional organisations and networks.
  - Participate in regular performance management, led by the Head of School Governance.
- 

## PROCESS

Applicants should **submit a full curriculum vitae** and a **covering letter of application** addressed to the Head of School Governance, Ammar Ahmed, which fully addresses the competencies outlined in the job description and person specification and outlines their interest in The Skinners' Company. Completed applications should be emailed to [ammar.ahmed@skidders.org.uk](mailto:ammar.ahmed@skidders.org.uk).

The closing date for applications is 0830hrs GMT on Monday, 25<sup>th</sup> September 2023. Shortlisted candidates will be invited to an interview, during the week commencing 1<sup>st</sup> October 2023.

The Skinners' Company is committed to equality, safeguarding, and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff. We are an equal opportunities employer that recruits on merit, and we welcome applications from all members of the community.

---