

June 2026

Dear Candidate,

Thank you for your interest in the role of Governance Professional (Clerk to Governors) at Oakwood School.

As Chair of Governors, I am delighted that you are considering supporting our Governing Board in this important role. The Governance Professional plays a vital part in ensuring that our board operates effectively, compliantly and with a clear focus on improving outcomes for all students. You will work closely with governors and school leaders, helping to ensure that the strategic leadership of the school is well supported and informed.

Horley is a small and well-connected town, close to Gatwick Airport, with excellent transport links to London, Brighton and the M25. The town continues to evolve, and Oakwood School remains at the heart of its community, serving a diverse and growing population.

Our website provides a strong insight into the life of the school, and I would encourage you to explore it fully. Oakwood is a welcoming and inclusive community, where we place great importance on relationships, respect and high expectations. We are committed to ensuring that every student achieves their potential and develops both academically and personally during their time with us.

The Governing Board shares a clear vision with school leaders, reflected in our ethos of "Achieving Excellence Together." Governors are committed, engaged and focused on supporting and challenging the school to ensure the best possible outcomes for our students. As Governance Professional, you will play a key role in enabling this by ensuring that governance is well organised, informed and robust.

We are proud of the strong sense of community within Oakwood. Students are supported through a structured pastoral system, alongside a House system that fosters belonging and positive relationships. Personal development sits at the heart of our work, and we aim to create an environment where both students and staff thrive.

This role offers a unique opportunity to contribute to the strategic direction of the school, develop expertise in school governance, and work alongside a dedicated group of volunteers and professionals who are passionate about education. Full training and support will be available to help you succeed in the role.

I very much hope that, having read the information provided, you will gain a sense of what makes Oakwood such a positive and rewarding place to be. If you require any further information, please do not hesitate to contact the school.

I look forward to receiving your application.

Yours sincerely,

Chair of Governors

Achieving Excellence Together