



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential

Clerk to local Governing Board

Recruitment Pack

Diocese of Gloucester Academies Trust





Dear Applicant,

Thank you for your interest in the post of Clerk to local governing board. We have several clerking opportunities at various schools within our Trust.

School name	Minimum number of meetings per academic year
Christ Church CofE Primary School	6
Longney CofE Primary Academy	6

We welcome applications for one or more of the above. Please indicate on your application form which schools you are applying for. You only need to submit one application.

Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools. Our vision and values are at the core of everything we do, including the local governance of our family of 24 schools. Local governance is a much valued and important aspect of the governance of our Trust.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our Trust website - www.dgat.org.uk - useful sources of information.

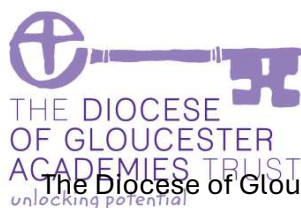
If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is midday Friday 20 June. Interviews are scheduled to take place on Thursday 26 June.

To submit your application please email the completed form to Vicki Cowan on recruitment@cen.dgat.org.uk before the closing date.

Yours faithfully

Vicki Cowan
Governance and HR Officer



The Diocese of Gloucester Academies Trust seek to appoint a

Clerk to Local Governing Board

We are looking to appoint people who are looking for a flexible professional opportunity with high quality training and support to join our team. Whilst clerking or governance experience isn't essential, excellent interpersonal and organisational skills with a commitment to learning and an ability to work on your own initiative whilst establishing yourself as an integral member of a team are key qualities we are looking for. Successful candidates will be allocated a local governing board to support but may also be asked to clerk ad-hoc meetings for other local governing boards when a need arises.

The role is flexible and some non-term time working may be required. The successful candidate will be required to work from home, although there will be a need to attend meetings in school and at the Trust offices based at No.3 College Green, Gloucester and at Hardwicke Parochial Primary Academy on occasion.

This role offers an exciting opportunity to influence and develop local governance practice within the academy sector. A high-quality induction programme is available, and you will report directly to, and be supported by the Trust's Governance and HR Officer.

The post is offered as a salary of Grade 6 on a permanent basis.

This is a part-time post for 8 hours per meeting. Any additional meetings e.g. panel meetings are paid on a claim basis with your line manager agreement. Attendance at the Trust's three Clerks' Forum meetings is required and will be paid. Three x one hour line management meetings plus performance management meetings are also provided and this time is paid.

Further details and an application form can be downloaded from the vacancy area of our website www.dgat.org.uk

If you would like an informal conversation about the role, please contact Vicki Cowan on 07979833086 or email vcowan@cen.dgat.org.uk

Closing date for applications is midday Friday 6 June.

Other information that might help you decide if this is the role for you

Usual working days and times:	Variable to suit LGB meeting schedule. This will be usually known an academic year in advance and is co-ordinated by the clerk
Work environment	School where LGB meetings are held, own office/home working.
Dress code:	Smart/casual
Employee benefits:	<p>Laptop provided.</p> <p>Free and confidential employee assistance programme available 24/7</p> <p>High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: https://www.dgat.org.uk/cpdl-and-events</p> <p>A range of clear and supportive policies.</p> <p>Supportive high quality line management support.</p>

Please note:

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.



Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-four primary, one junior and two infant schools within the Trust. Twenty-two of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

Our vision is to enable all to flourish.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

Our core principles:

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

School is Trust and Trust is School

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business
- Premises and Insurance



- Compliance and GDPR
- Governance

Job Description

Job Title:	Clerk to Local Governing Board
Responsible to:	Chief Operating Officer
Line Management:	Governance and HR Officer
Contract Type:	Permanent

Overall purpose of this post

To provide professional clerking support to local governing boards within the Trust.

Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Person Specification

	Essential	Desirable
Personal Values		
Committed to actively promoting the Christian ethos and values of the school	x	
Committed to the school's vision	x	
Experience		
Experience of clerking for governing boards in any school		x
Experience of using GovernorHub		x
Personal qualities		
Good written and oral skills	x	
Well-motivated with the ability to use own initiative	x	
Excellent organisational skills and attention to detail	x	
Able to work within a team	x	
Reliable and punctual	x	

Able to work efficiently and accurately under pressure and to prioritise tasks	x	
Confident in dealing with a variety of stakeholders	x	
Professional and honest	x	
Additional Requirements		
Current driving licence and personal transport.		x