



## JOB DESCRIPTION

University College School (UCS) is one of the top independent schools in the UK. Operating as three schools at separate sites in Hampstead, it educates 1200 pupils from age 4 to 18. The main aims of the school are the pursuit of academic excellence with an emphasis on intellectual curiosity, independence of mind and breadth of study. For further information about UCS, refer to our website [www.ucs.org.uk](http://www.ucs.org.uk)

### JOB DETAILS

Job Title	<b>Clerk to the Governors</b>
Hours	2.5 days per week*
Contract	Permanent, year-round
Location	Senior School (Frognaal, Hampstead)
Reports to	Chief Operating Officer (COO) (will work closely with the Chair of Governors to ensure that Council is fully supported)
Start date	April 2024

\*This is a part-time role, working on average 2.5 days a week with the majority of the time (occasionally up to 4 days per week) being worked during the course of each term and sometimes as little as 1 day per week in holiday time. Working hours and working environment can be flexible subject to being available for all scheduled and ad hoc Governor meetings.

### JOB PURPOSE

To provide independent advice, guidance, and support to members of the governing body (Council) on a range of matters relating to governance and procedure. This is a complex administrative, advisory and information management role ensuring the Council business is managed within the appropriate legal and regulatory framework and in accordance with best practice.

**Key contacts:** Chair of Council, Headmaster, Vice Master, Heads of Junior Branch and Pre-Prep

### MAIN TASKS AND RESPONSIBILITIES

#### **Providing appropriate Governance for Council and Committee meetings:**

- Advise Council on regulatory framework (i.e., relevant acts, regulations, and protocols).

- Establishment of regular meetings including dates, venues, IT support, carried forward agenda items, minutes and actions.
- Regularly meeting with the Chair and all relevant Governors to prepare a focused agenda and follow up on actions agreed.
- Recording of attendance and absences and publishing where appropriate.
- Support the Governance, Nominations & Remuneration Committee (GNRC) in the recruitment and retirement coordination of governing board members.
- Coordinate production of papers and preparation of briefing packs ensuring these are distributed in line with regulatory and agreed local constitutional timeframes.
- Draft minutes of all Council and Committee meetings ensuring respective Chairs agree for inclusion as draft minutes in next set of papers.
- Ensure utmost confidentiality is maintained in relation to all Council meetings and materials distributed and shared.
- Arrange Strategy Days, formal dining and other events in conjunction with the COO and Headmaster.

#### **Providing consistent and accurate legal, professional and governance advice to Council and its Committees.**

- Monitor and share up to date advice on governance and procedural matters and proactively advise on new legislative or procedural changes which are being considered at the earliest stage of their introduction.
- Acting as a first point of contact for Governors on statutory, procedural, and governing board matters.
- Research, share and offer advice on best practice in governance, liaising with organisations such as AGBIS (Association of Governing Bodies of Independent Schools).
- Ensure that all Governors are aware of their statutory responsibilities, especially their responsibility for the safeguarding of all pupils at the School and ensure that statutory policies are in place and are revised when necessary.
- Coordinate and provide administration and advisory support to Governor Panels responsible for complaints and/or appeals ensuring compliance with School policies and procedures.
- Access appropriate legal and professional advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of Council.
- Identify and organise appropriate Governor training including safeguarding, ISI regulatory compliance etc to meet all regulatory requirements.

#### **Managing Membership for Council**

- Support in the recruitment and retirement coordination of governing board members and oversee occasional audits of governance (either internal or external) as instructed by the Chair.

- Maintain up to date information relating to each Committee member (in line with Data Protection regulations).
- Maintain a register of Council other interests and/or conflicts of interests.
- Maintain up to date Terms of Reference relating to each Committee and Governors aligned to such Committees.
- In conjunction with HR colleagues, ensure all pre-screening checks for Governors are carried out in line with employment and best practice safeguarding rules (i.e., includes but not limited to identity checks, DBS, References, companies house checks, charity commission etc).
- Maintain succession planning matrix and identify skills gaps. Agree resulting recruitment and training action with GNRC and Chair.
- Identifying Committees and working parties and align membership, recording responsibilities and reporting structures.
- Oversee the induction and training of new governors to meet all regulatory requirements and the needs of the Board.
- Identify decision making rules, lines of authority and statutory policies updating as appropriate.

#### Subsidiary Companies and Other Related Entities:

- Where required, extend the principles and responsibilities of the role to UCS Facilities, a subsidiary company of the School.
- Where appointed, fulfil the duties of Company Secretary.

#### Other

- Actively follow all relevant UCS policies including Safeguarding, 'Equal Opportunities,' Fire and Health & Safety
- Attend support staff and academic staff meetings as and when required
- Undergo training as required and in-line with departmental objectives
- Carry out any other duties within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the COO, Chair or Headmaster.

#### REQUIREMENTS FOR THE POSITION

Essential

Desirable

REQUIREMENTS FOR THE POSITION			Essential	Desirable
<b>Qualifications</b>				
Educated to degree level or equivalent		Y		
Qualified Company Secretary				Y
Member of the Chartered Governance Institute				Y
<b>Experience</b>				
Clerk to Board of Trustees in a charity or in education; or Company Secretary to a Board in a commercial environment		Y		

Ability and experience of building relationships at all levels within an organisation to facilitate a desired outcome	Y	
Minute writing with meticulous attention to detail and organisation skills to follow up action items	Y	
Interest in and knowledge of company law and/or governance	Y	
Charity knowledge, gained within a school or other non-profit making organisation		Y
Ability to read, understand and process, large volumes of information	Y	
Ability to develop immediate, lasting and trustworthy relationships	Y	
<b>Skills and Personal Qualities</b>		
Excellent communication skills	Y	
Excellent administrative, numeric and IT skills (Microsoft Office, Google and knowledge of online Board Portals)	Y	
High level of accuracy and attention to detail	Y	
Highly self-motivated and able to work alone without direction	Y	
Adaptable and flexible with working patterns when required	Y	
Strong organisational and time management skills, with a proven track record for meeting targets and deadlines	Y	
Able to perform well and remain professional whilst under pressure	Y	
Proactive in advising colleagues of key information and best practice	Y	
Collaborative and team-orientated, who leads by example	Y	
Tactful, diplomatic, and discreet, whilst mindful of observing Safeguarding and professional standards	Y	
Reliable and conscientious with a “can-do” attitude towards getting things done	Y	

## TERMS

The salary for the post will be competitive. Benefits include a contributory staff pension scheme, interest free housing and season ticket loans, discounted use of the on-site gym facilities (UCS Active) and free lunches throughout the year.

UCS is fully committed to the welfare and safeguarding of children. All applications for this post must be prepared to undergo child protection screening and a full Disclosure and Barring check.