



Welcome from the Head of Centre

Dear applicant

Thank you for your interest in a position within Norcot Early Years Centre. I hope that the information in this pack assists you in your application and helps you to develop your understanding of what it means to work in the Norcot community.

Norcot Early Years Centre provides an inclusive, safe, stimulating, and outstanding teaching and learning environment where everyone can achieve their individual potential. Our mission statement - *'Be inspired by our creative learning adventure'* - together with our vision, are carried through all we do at Norcot. All our staff share these beliefs and are supported by our governors.

This is an opportunity to join a welcoming and supportive staff and make a significant contribution to our important work. We provide a nurturing environment, where everyone's mental health and well-being is at the core. We ensure that continuous professional development is available for all our staff.

By joining our team, you will become a part of a dynamic community of dedicated and committed professionals, who enable all children to achieve their individual potential and equip them with the life skills they need for their future learning.

If you share our vision and are interested in working at Norcot Early Years Centre then we would love to hear from you. If you wish to come and visit us, please contact clerk@norcot.reading.sch.uk to book an appointment.

Should you choose to apply for this position, I wish you every success.

Best wishes,

K. Bingham

Katarina Bingham
Head of Centre



Mission Statement:

'Be inspired by our creative learning adventure.....'

Recruitment Information Pack

We are looking to recruit a

Clerk to Governors

You will have experience of clerking a governing board in a school

Norcot Early Years Centre is committed to Safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service check will be sought through the Criminal Records Bureau as part of our safer recruitment checks.

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Information about Norcot Early Years Centre

Link to our Safeguarding Policy

<https://www.norcotearlyyearscentre.co.uk/other-centre-policies>

Link to our Centre Development Plan

<https://www.norcotearlyyearscentre.co.uk/>

Link to our Norcot Cultural Capital information

<https://www.norcotearlyyearscentre.co.uk/cultural-capital>

Job Description and Person Specification

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Information about Norcot Early Years Centre

Norcot has a dedicated and passionate group of staff who are qualified or have relevant experience in accordance to Ofsted requirements and every member of staff has an enhanced Disclosure and Barring Service check. Treating each child as an individual, the staff promote independence by supporting play and learning in a safe but exciting environment in order to allow each child to explore their abilities and achieve their individual potential.

Norcot Early Years Centre is housed across three buildings with extensive and exciting garden areas and is home to a Nursery School and Day Care:

Nursery School: A Local Authority Maintained nursery offering government funded places under 15-hour, 30-hour and 2yr old eligible entitlement as well as full wraparound care for those who are 3 years old and over.

Early Years Speech and Communication Difficulties Resource Base: Acorn room has a higher staffing ratio to provide focused individual and small group interventions for children. The additional high and low sensory rooms provide tailored provision to support pupil regulation.

Waterside Day Care: A purpose-built Day Care providing high quality care and education for children between the ages of 3 months and five years.

EYFS (Early Years Foundation Stage)

Children learn skills, acquire new knowledge and demonstrate their understanding through 7 areas of learning and development. Children should mostly develop the 3 prime areas first. These are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development

These prime areas are those most essential for children's healthy development and future learning. As children grow, the prime areas will help them to develop skills in 4 specific areas. These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

These 7 areas are used to plan children's learning and activities. The professionals teaching and supporting children will make sure that the activities are suited to children's unique needs. This is a little bit like a curriculum in primary and secondary

We welcome a visit to the Centre, please contact the office to arrange a convenient time/date. Please see details below:

Nursery Early Years Centre, 82 Lyndhurst Road, Tilehurst, RG30 6UB

Tel: 01189375577 for Nursery School

Tel: 01189375677 for Waterside day care

Email: clerk@norcot.reading.sch.uk

Website: www.norcotearlyyearscentre.co.uk

Applications will be considered upon receipt. The advert may close early if we appoint a suitable candidate. We recommend you apply as soon as possible if you are interested in the post, rather than wait until the closing date.

The most important part of any application form is the personal statement. This gives the interviewing panel a full picture of your understanding of the role and examples of your work. Reference should be made to the job description and person specification; the guidance notes also give good pointers on how to complete your statement – please see point 7 on the attached guidance notes.

We look forward to hearing from you!

JOB DESCRIPTION



READING BOROUGH COUNCIL	Department/Directorate: Education and Children's Services
Post Reference No:	Location: Norcot Early Years Centre
Job Title: Clerk to Governors	Grade/Salary Range: RG4b (scp 11-17) JE Code: R949 March 2024

JOB PURPOSE

- To provide efficient, reliable and confidential service to the Governing Body
- To ensure continuity of the business of the Governing Body
- To advise the Governing Body on constitutional matters and procedures for school governance.
- To manage information effectively in accordance with legal requirements
- To provide effective administrative support to the Governing Body and Committees

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The post holder reports to the Chair of Governors (CoG)

MAIN DUTIES AND RESPONSIBILITIES

Administration of Meetings:

- As Clerk to Governors, provide a full range of administrative support to the CoG, Governing Body and Head of Centre. This will include dealing with confidential matters
- Convene all Governing Body meetings by written notice within the required timescale.
- Liaise with the CoG and Head of Centre to produce agendas for meetings.
- Attend all meetings of the Governing Body, including statutory and non-statutory Committee meetings
- Ensure meetings are quorate
- Using "Governor Hub" maintain a record of accurate minutes, terms of reference, committee membership, business interests and other public documents.
- Circulate the reviewed minutes to all governors, within the agreed timescale. Follow up any agreed action points with those responsible, and keep the CoG and/or Chair of Committee, informed of progress
- Advise absent governors of the date of the next meeting
- To clerk statutory appeal Committee/Panels that the Governing Body is required to convene

Membership:

- Advise and support the CoG and Appointing Bodies of governors' terms of office, in order that elections or appointments can be organised in a timely manner
- Lead discussions with the Governing Body on succession planning to ensure a pipeline of capable governors, and put measures in place to identify development needs or skill-gaps
- Ensure that a Register of Business Interests is maintained. Raise any issues/concerns with the CoG and seek specialist advice, as necessary
- Maintain governor meeting attendance records, and advise the CoG of potential disqualification due to lack of attendance
- Maintain governor training records and conduct skills audits to compare required skills for roles with actual skills
- Ensure all relevant information is given to newly appointed governors, such as relevant legislation and procedural issues
- Manage the processes associated with the recruitment of governors, including the election of parent and staff governors, nominations, voting and appointment
- Manage the induction process of new governors
- Chair the part of a meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections

Management of Information:

- Ensure there is a robust process in place for the management of documents relating to the Governing Body, in accordance with General Data Protection Regulations
- Maintain up to date, accurate record of governors and liaise with governor support on new governors/resignations/re-appointments.
- Maintain copies of current Terms of Reference, memberships of Committees, and Link Governor roles.
- Advise the Governing Body on more complex matters such as changes to its responsibilities in light of legislation updates or changes in school status
- Research, prepare and present briefing papers or reports on topics relevant to the Governing Body, making appropriate recommendations as necessary
- Advise the Governing Body on statutory and non-statutory policy management, ensuring that all policies are reviewed within stipulated time parameters
- Review and evaluate existing practices and procedures to ensure optimum effectiveness and compliance with current guidance/legal requirements
- Provide detailed and specialist knowledge to the Governing Body on procedural matters and legislative requirements
- Advise the Governing Body on constitutional matters, procedures for school governance and recommended good practice but excluding other legal advice.
- Be the key point of contact for the school for governance related queries
- Ensure statutory policies are published on the school website

Professional Development:

- Attend clerk's briefings as required
- Undertake appropriate and regular training to strengthen knowledge base and assist in developing improved practice
- Keep up to date with current educational developments and changes in legislation affecting school governance

Other Duties:

- Review and develop systems and procedures as required by the Governing Body
- Perform such other tasks as may be determined by the Governing Body from time to time

PERSON SPECIFICATION



Reading Borough Council	Department/Directorate: Norcot Early Years Centre
Job Title: Clerk to Governors	Post Reference No:

Qualifications/Education/Training:

- GCSE grade C or above (or equivalent) in English Language
- Membership of a professional body in an area relevant to the role and/or education
- Universal Safeguarding training will be given
- Level 1 Health & Safety training will be given

Experience:

- Experience of clerking/ Minute taking
- Relevant personal and professional development
- Knowledge of Governance and legislative requirements relevant to a school
- Working knowledge of Microsoft Word/Excel/Outlook/Internet

Skills and Abilities:

- Excellent communication skills, both written and oral
- Excellent organisational skills
- ICT literate
- Flexible approach to working hours
- Team player with ability to work under own initiative
- Professional, positive demeanour
- Ability to organise meetings, and take accurate concise minutes
- Knowledge of educational legislation, guidance and legal requirements or ability to learn
- Knowledge of General Data Protection Regulations.
- Effective time management, with the ability to prioritise workload and meet deadlines
- Tact, diplomacy and confidentiality

Specific Working Requirements:

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Short Form Privacy Notice For Application Forms

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found in the policy folder in the Centre office which detail how we use your information.

Why Do We Collect This Information?

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment:

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

GUIDANCE NOTES

Please read these Guidance Notes carefully before completing the application form. The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore important that you complete the application form *attached to the particular vacancy to ensure you are completing the correct one, and that you complete it as fully as you can.* If applying for a school vacancy please contact the school for an application form and pack, as they are specific. We do not accept CV's and therefore the information that you supply on the application form is the only information that we consider when deciding whether you should be shortlisted.

[If you are responding via e-mail, please return your completed application form to the e-mail address that appears on the advert for the job you are applying for.](#)

PLEASE NOTE: If you are shortlisted for interview, you will be asked to sign the declaration on your application form and declaration of convictions at the interview.

What happens next?

- A panel of at least two people will select a shortlist, based on the information provided on your application form.
- Shortlisted candidates will be invited for interview and advised of any special arrangements, tests or presentations for the interview.
- If you have not heard from us by the interview date, please assume you have been unsuccessful. If you would like feedback on why your application was unsuccessful please contact us.

It is the policy of Reading Borough Council to request references for all shortlisted candidates before the interview, unless requested otherwise. One of your referees **MUST** be your current or most recent employer.

No offer of employment will be made without the receipt of two satisfactory references and medical clearance.

Right of Appeal

A copy of our Equal Opportunity and Fair Treatment Policy is contained on our website. If you feel you have been discriminated against for any of the reasons set out in this document, please let us have written details of your complaint within 10 working days. This should be addressed to:

Head of Human Resources, Reading Borough Council, Civic Centre, Reading. RG1 7AE

COMPLETING THE APPLICATION FORM

(a) General Information

- (1) Please read the job description, person specification, advertisement and any other papers carefully, before filling in the form, and use this information to make your application relevant to the post.
- (2) Please use **black ink** or type your application form – this helps when the applications are photocopied.
- (3) **Do not send a CV with your application** – we believe that asking all applicants to complete an application form ensures

fairness and consistency in our recruitment process.

- (4) Do not submit the same application form for more than one job. Tailor each application to fulfil the requirements for a particular job. Please endeavour to keep your application form neat and tidy – the application form provides our first impression of you!
- (5) The selection criteria used for shortlisting are the skills, abilities, knowledge and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria.
- (6) If you wish to include additional sheets to support your application, please do so, ensuring that they are fixed securely to the application form. Please make sure you mark each sheet clearly with your application form number and the job reference number, but **not** your name, as personal information is kept separate during the shortlisting process.
- (7) Please return the application form by the closing date advertised.
- (8) Candidates with a disability who can show that they meet the minimum requirements of the person specification are guaranteed an interview.

(a) The Application Form

- (1) **Personal Details** – In accordance with the 1998 Data Protection Act, the information you provide on the application form will be used solely for the purpose of the RBC recruitment procedure and will not be used or passed on to any third party for any other reason. We appreciate it is not always convenient to contact you at your workplace, therefore please indicate if this will be acceptable. If you have a personal e-mail address and would like us to contact you by this method please provide your address clearly in the space provided.
- (2) **References** – In order to speed up the process of appointment we will make a request for references before we interview you, unless you specify otherwise.
- (3) **Recruitment Monitoring** – Reading Borough Council operates a policy of equal opportunity and fair treatment for employment and development. To assist in monitoring the effectiveness of this policy, and for this reason only, applicants are asked to give details of their ethnic origin, sex and any disability. The information you provide is used solely for monitoring purposes. It will be treated as confidential and will be detached from your application form on receipt. The information will not be seen by those who decide on the list of applicants to be invited to interview.
- (4) **Asylum & Immigration Act 1996** – Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless that person has current and valid permission to be in the UK and that permission does not prevent them from taking a job; or the person comes into a category where employment is allowed.
- (5) **Education, Qualifications & Training** – Please include all your education, qualifications & training, both informal and formal. You may be asked to produce certificates confirming qualification at a later stage.
- (6) **Present/Recent Employment** – Starting with your present employer, please complete this section in date order, beginning with your most recent job and listing all work undertaken, paid and voluntary, since leaving school. Please account for any breaks/gaps in employment history since leaving full time education. Please continue this section on a separate sheet if necessary.
- (7) **Skills, Abilities, Knowledge & Experience** – This section is the most vital part of the form. You may be one of many people applying for a job, so your application needs to stand out by showing your suitability against the person specification. You should provide **examples** of how you meet the skills, abilities, knowledge and experience identified, these can be non-work based if necessary.

Some key words that may be in the person specification are:

Experience: What have you already done – where, when and how long?

Knowledge: What do you know and how do you apply what you have learnt to your present job or the one that you are applying for?

Ability/Skills: What can you do?

Managerial and Supervisory Skills: What responsibility have you had for people or particular areas of work?

Clerical and Administration: Have you got experience of filing, photocopying, office administration?

Numeracy: Can you deal with figures or use a spreadsheet? Are these skills at a basic, intermediate or advanced level?

Literacy: How good are you with words? What experience have you had in writing letters, reports, memos etc.

Information Technology: What experience have you had of computers, word processing, spreadsheets etc?

Interpersonal: How well can you deal with people on a one to one basis, teams or in a group etc? What are your organisational skills and dealing with deadlines like?

Communication: Tell us about your communication skills – presenting, persuading, negotiating, counselling, selling, use of other languages etc.

- (8) **Relationship with Council/Councillors** – Canvassing of Councillors or officers in relation to this appointment will disqualify you.
- (9) **Disclosure of Criminal Convictions** – You will be required to complete a Declaration of Criminal Convictions and you should return this with your application form. The type of form will depend on the post for which you have applied.

The following posts are exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 2001 and you will be required to provide a list of all convictions, cautions and reprimands and also undertake a Disclosure check:

- Posts, which provide accommodation, care, leisure and recreational facilities, schooling, social services, supervision or training to people aged under 18. This includes teachers, caretakers, youth workers, social workers.
- Posts which provide services to elderly people, those with a mental illness or learning disability, physically disabled people, alcohol mis-users, drug mis-users or the chronically sick
- Health service appointments
- Posts which involve the administration of justice e.g. police officers
- Certain professions which have legal protection e.g. lawyers, doctors, dentists, nurses, chemists and accountants
- Posts where national security may be at risk e.g. in the civil service

A **Disclosure** is a document containing information held by the police and government departments. It can be used by employers make safer recruitment decisions. Disclosures are provided by the Criminal Records Bureau (CRB), an executive agency of the Home Office.

You may be asked to complete or obtain one of the following Disclosures:

Basic – this will show all convictions which are not ‘spent’ under the Rehabilitation of Offenders Act (ROA) 1974 and can be obtained directly from the CRB.

Standard / Enhanced – you may be asked to complete an application form for a Standard or Enhanced Disclosure because you will be working with children or vulnerable adults; or will be working in an establishment that is wholly or mainly for children or vulnerable adults, or will be working in healthcare; or have applied to be a foster carer, adoptive parent or childminder. There are also a number of other specified positions and professions for which a Disclosure can be required.

Standard Disclosures contain details of all convictions on record (including 'spent' convictions – i.e. those that happened some time ago and normally no longer need to be revealed as specified in the ROA 1974) plus details of any cautions, reprimands or warnings. For positions involving 'working with children' also giving information contained on a government department lists people considered unsuitable to work with children.

Enhanced Disclosures are for posts involving greater contact with children or vulnerable adults such as a social worker, care assistant. All Enhanced Disclosures involve an extra level of checking with local police force records in addition to checks on the Police National Computer (PNC) and the government department lists.

You will be sent directly the results of your check by the Bureau and this will be copied to the Council.

The disclosure of a criminal record will not debar you from appointment unless the selection panel, having considered carefully the following factors, determine that the conviction renders you unsuitable for appointment. The factors to be taken into account are:

- (a) The responsibilities of the position,
- (b) The vulnerability of children or adults supported,
- (c) The nature of the offence(s),
- (d) The circumstances of the offence(s),
- (e) The number and pattern of offences (if there is more than one),
- (f) How long ago the offence(s) occurred,
- (g) The age of the offender when the offence(s) occurred.

Information received from the Bureau will be kept in strict confidence. Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If you already have a Disclosure and would like to use it for a second position please notify the Recruiting Manager. When making this decision they will take into account the length of time that has elapsed since the Disclosure was issued; the level of Disclosure; the nature of the position for which the Disclosure was issued; and the nature of the position for which you are now applying.

A copy of the Criminal Record Bureau's Code of Practice is available from the HR team.