

Dyson Perrins

CHURCH OF ENGLAND ACADEMY

LIFE IN ALL ITS FULLNESS

BRIEF FOR THE POSITION OF GOVERNANCE PROFESSIONAL



DYSON PERRINS CHURCH OF ENGLAND ACADEMY

Our Mission:

A Christian school which enables all students, regardless of beliefs, abilities or background, to reach their potential and flourish. 'Life in all its fullness' John 10:10.

Our Vision:

- To deliver academic excellence every day.
- To enable character development and personal growth.
- To provide extra-ordinary experiences that create life-long memories.
- To create a supportive and happy learning community with a sense of togetherness
- To work in effective partnerships to have a positive influence across our community.

Our School values:

Belief

Trust

Resilience

Challenge

Dear Applicant,

Thank you for showing an interest in joining Dyson Perrins.

This is an exciting opportunity and your contribution will help improve the life chances of our young people. Our students are wonderful and deserve the very best. You will join a supportive, committed and highly talented staff team who share high ambitions for our students. You will need to bring a sense of energy, a desire to continually improve and share our commitment to raising the achievement of every student. In return we will invest in your professional development and offer opportunities for further career development in the future.

"Pupils are happy and feel safe at this inclusive school. Staff have high expectations for pupils in all aspects of school life. This is reflected in their positive behaviour and their participation in all aspects of school life. Pupils' behaviour in and around school is calm and friendly." Ofsted, June 2023

Equality and diversity are important to us and we welcome applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race. Dyson Perrins is a Church of England Academy so applicants should be in sympathy with the aims and philosophy of a Church School and willing to lead through our Christian values of belief, trust, challenge and resilience.

I hope you have been inspired to apply and I look forward to reading your application. We are happy to offer informal visits to the school so please do get in contact with any questions, for a conversation about the post or to arrange a visit.

Best wishes with your application.

Mike Gunston
Headteacher



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Governance Professional – Required from January 2025

Flexible hours: Average of 5 hours per week, term time only

Salary: £12 to £15 per hour. Dependent on Qualifications and Experience

We are seeking an outstanding Governance Professional who will provide support and advice to the Governing Body. The main duties will be to attend all governor meetings, which mostly take place in the evenings and provide effective administrative support. Training will be available for the successful candidate (Flexibility about how the hours are worked and attending meetings is essential).

Dyson Perrins is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Dyson Perrins carries out an online search as part of our due diligence of shortlisted candidates. References will be sought on shortlisted candidates before interview. If successful for this position you will be expected to apply for an Enhanced Disclosure from the Disclosure and Barring Service before appointment is confirmed

We strive to be an Employer of Choice and are committed to the wellbeing and development of our colleagues. You will join a supportive, warm and friendly community. We reserve the right to close this vacancy early if we receive suitable strong applications. If you are interested in working with us, please apply without delay.

For a confidential discussion about this post, more information or to arrange a visit, please contact our HR team.

Email: HR@dysonperrins.co.uk

Telephone: 01684 564751

Application forms can be found using the following link to our website

https://www.dysonperrins.worcs.sch.uk/uploads/Vacancies/Application%20Form-Non%20Teaching_Sept22.doc

Alternatively our address can be found on the back cover.

Thank you for your interest in Dyson Perrins Church of England Academy, We look forward to receiving your application form

Closing date: 13 December 2024



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MAIN JOB PURPOSE:

To provide advice and guidance to the governing or trust board on governance, constitutional and procedural matters.

A Governance Professional will contribute towards the efficient and effective functioning of a governing board and its committees by providing:

- administrative and organisational support
- guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance
- advice on procedural matters relating to the operation of the board

KEY TASKS:

Organising meetings, hearings and appeals

The Governance Professional prepares for and administrates meetings, allowing the board to make effective use of their time and focus on strategic matters. The Governance Professional supports the effective running of meetings by:

- working with others to prepare agendas and liaising with those preparing papers to make sure they are available on time
- convening meetings and distributing papers as required by legislation
- ensuring meetings are quorate, inclusive and well structured
- overseeing election of officers
- recording attendance/apologies and taking appropriate action in relation to absences
- taking minutes indicating who is responsible for any agreed actions with timescales
- circulating draft and approved minutes to all governors/trustees/members of the committee, the headteacher and other relevant bodies within the timescale agreed with the board
- following up on action points with those responsible and informing the chair of progress

Providing advice and guidance

- advising on legal duties and governing practice
- advising on constitutional requirements
- advising on board procedures
- advising on statutory guidance and policies
- advising on annual tasks and decisions
- advising on governor/trustee CPD
- accessing external advice as appropriate
- supporting issue resolution

Administration and record keeping

The Governance Professional supports the board in maintaining records of policies and procedural documents and ensures these are accessible. This includes:

- maintaining membership records including contact details of board members, terms of office and informing any relevant authorities of changes to membership details
- advising governors/trustees and appointing bodies in advance of the expiry of a term of office and the



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- establishing, in discussion with the board, open and transparent vacancy filling processes and efficient procedures for election and appointment
- giving procedural advice and assisting with the management of governor/trustee elections
- advising the board on succession planning for all board roles
- maintaining governing documents such as terms of reference and signed minutes
- collating, maintaining and ensuring correct publication of information about governors/trustees such as any pecuniary interests
- maintaining a record of board CPD
- ensuring Disclosure and Barring Service (DBS) and other relevant checks are carried out on any members of the board where it is appropriate to do so
- maintaining records of board correspondence
- maintaining governance communication portal
- drafting correspondence on behalf of the board

Maintaining relationships and communication

Good relationships between the Governance Professional and members of the board are essential for open communication. The Governance Professional also have a role to play in supporting and advising the governing or trust board on their self-review and development.

The Governance Professional should fulfil these responsibilities, whilst maintaining independence, by:

- maintaining professional working relationships with the chair, the board and school leaders
- communicating on board matters outside of meetings.
- where appropriate, liaising on behalf of the board (such as for external reviews of governance)
- contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development
- participating in regular performance management with the chair

Ensuring compliance

- ensuring meetings are quorate
- overseeing the review of required policies
- publication of governance information on school websites
- advising on data protection requirements
- overseeing board recruitment processes
- co-ordinating safeguarding checks on board members
- monitoring eligibility of board members to serve, including on committees
- notifying disqualifications, expiry of office etc
- statutory registers and filing returns
- keeping up to date with current educational developments and legislation affecting school governance



Person specification

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|------------|---|
| Knowledge | <ul style="list-style-type: none">• the schools system: structures, accountability and funding• governance legislation, procedures and regulations relevant to the organisation• the core functions of a school governing/trust board as they apply to the organisation• elements of effective governance and board practice as they apply to the organisation |
| Skills | <ul style="list-style-type: none">• literacy, numeracy and IT• written and verbal communication• minute taking• planning and organisational• people and relationship building• advisory skills (recommending a course of action)• risk aware/able to articulate risk in the context• problem solving• time management to meet deadlines and competing demands |
| Attributes | <ul style="list-style-type: none">• personal integrity and commitment to the principles of public life• respect for confidentiality• confidence and resilience (to challenge when necessary)• commitment to professional development to maintain knowledge and improve practice |



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Staff Benefits:

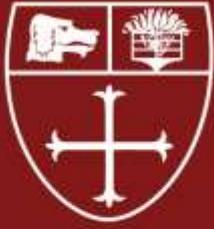
- A supportive and caring community
- Excellent CPD opportunities and career progression/ Professional development of support staff
- Weekly one to one coaching for teaching staff
- Centralised behaviour systems
- Employer Contributions to Teachers Pension Scheme or Local Government Pension Scheme
- Discounted gym membership scheme
- Employee Assistance Programme for free and confidential advice
- Family friendly working arrangements and policies
- Eye Care Voucher scheme / Annual Flu Vaccination
- Free parking
- Member of Dyson Perrins Staff Association
- Laptop available for staff for business use
- Mental health and well-being support

Our Commitment to Safeguarding:

Dyson Perrins Church of England Academy is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

An offer of employment will be conditional until an Enhanced DBS and medical clearance have been received. References will include your most recent employer and may be sought prior to interview. Any offer of employment will be conditional on the receipt of at least two satisfactory references.





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