



Trustee

Voluntary Position

Cirencester Kingshill School is seeking an enthusiastic and committed individual to join our Board of Trustees on a voluntary basis.

As a Trustee, you will play a pivotal role in shaping the future of our students, ensuring the highest standards for our students' education and well-being.

What We Are Looking For...

- Demonstrable leadership or management experience, ideally in an educational setting
- A passion for children's education and a commitment to safeguarding their welfare
- Professional experience in a finance/accounts or legal based role is desirable, but not essential
- The ability to ask probing questions and actively engage in robust discussions
- Strong analytical and problem-solving skills
- Excellent communication skills, both written and verbal
- A good level of English and Mathematics
- Well-organised with keen attention to detail

Benefits on Offer:

- The opportunity to make a meaningful impact on the lives of young people
- Gain invaluable experience in governance and educational leadership
- Participation in relevant training and professional development opportunities
- External training and related travel expenses covered
- A chance to collaborate with a dedicated team of professionals and stakeholders

Key Responsibilities:

- A chance to collaborate with a dedicated team of professionals and stakeholders
- Hold the Senior Leadership Team (SLT) accountable for its decisions and the impact on our students
- Collaborate with other Trustees to set the school's vision, ethos, and strategic direction
- Monitor the school's finances and ensure budgets are well-balanced
- Participate in shaping school policies to promote quality education for all students

- Attend and actively contribute to Trustee meetings and various Committees

Time Commitment

- To make all endeavours to attend all meetings of the Board of trustees (at least three meetings in every school year) and any Committees of which s/he is a member, and preparation time for such meetings
- Available to attend appropriate induction and training and development events

Forthcoming Board of Trustees Meetings

18th November 2025 & 2nd December

27th January, 17th March, 5th May and 7th July 2026

Meetings held at 4pm at Cirencester Kingshill

Safeguarding

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check. All shortlisted candidates will be subject to an online check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

How to Apply

- **The closing date for all applications is: 9am 17th November 2025.**
- Please complete the Trustee Data Collection form.
- Include the names, addresses, contact numbers and email addresses of your two referees.
- Include your C.V.
- It would also be helpful if you could include a letter of application which explains how your experiences and skills will best fit the role of Trustee.
- We are looking for an independent Trustee, therefore we cannot accept applications from staff members or parents/carers of current students within the school.
- Please email completed data collection forms and relevant documentation to jobs@kingshillschool.co.uk



JOB DESCRIPTION:

JOB TITLE: Trustee

LOCATION: Cirencester Kingshill School: 11 – 16 Secondary School

GRADE: Voluntary

RESPONSIBLE TO: Chair of Trustees

JOB PURPOSE: A Trustee is expected to hold the school to account for the decisions it makes and how these decisions impact students. Trustees are responsible for ensuring the school raises standards for all students both in terms of their attainment and their experience at school, shaping Brighter Futures for all students. Trustees also oversee the school's financial performance and ensuring that budgets are well balanced.

General:

- Hold the Senior Leadership Team (SLT) to account for its decision making.
- Help to ensure that all decisions made by the Board of Trustees are in the best interests of the school and the community in which it resides.
- Help set and maintain the school's vision, ethos and strategic direction.
- In collaboration with other members of the Board of Trustees identify key areas for improvement.
- Set clear and ambitious strategic priorities and targets for the school.
- Ensure the school's curriculum is accessible for all students.
- Ensure the school's policies and procedures are effective, up-to-date and acted upon.
- Ensure the school has the resources it requires to deliver on the expectations of the Board of Trustees
- Set realistic targets for the school.
- Contribute to, but not write, certain school policies.
- Prepare for meetings by reading all relevant paperwork and considering queries, feedback and potential issues to raise.
- Read relevant briefings and newsletters.
- Respect and adhere to the confidentiality in relation to the Board of Trustees' affairs.
- Develop an in-depth understanding of effective governance as well as school policies and procedures.
- Act within the framework of the board's code of conduct, policies and requirements.
- Apply personal and professional knowledge and skills to the objective of raising school standards.

Compliance with legislation and guidance

- Ensure all school policies are compliant with government guidance and legislation.
- Maintain a strong awareness of key government guidance and legislation, e.g. 'Keeping children safe in education'.
- Ensure staff members have an understanding of education guidance and legislation relevant to their role.
- Ensure all staff members undergo the training relevant to their position in accordance with statutory requirements.
- Ensure all staff members have undergone the appropriate Safer Recruitment checks relevant to their role.

Monitoring

- Use student attainment data to assess how well students are performing academically.
- Monitor the progress and performance of the school as a whole.
- Fulfil any monitoring responsibilities relevant to your specific Trustee role.
- Monitor certain school policies to ensure they are in place and are being acted upon.
- Ensure the school's budget is being managed effectively.
- Maintain an awareness of the budget available for improvement to ensure targets are realistic.
- Ensure the school's curriculum is challenging, engaging, accessible and compliant with the national curriculum for the relevant subject and key stage.
- Develop an understanding of how the school works, its strengths, and areas for its improvement.
- With the board as a whole, hold the SLT to account for the educational performance of the school and its students, and for the performance management of staff.

Communication

- Communicate to the Board of Trustees any areas for concern.
- Attend, and actively participate in Trustee meetings.
- Ask the SLT challenging questions.
- Listen to the views of students, parents, staff members, the local community and other key stakeholders regarding certain aspects of the school.
- Communicate anything specific to your Trustee responsibilities to the wider Board of Trustees.
- Establish and maintain good working relationships with other Trustees and work effectively as part of the board.
- Work in partnership with the Headteacher, SLT and other Trustees to improve educational outcomes for students.
- Provide accurate and considered feedback to the board, Headteacher and SLT as required, based on knowledge and experience.
- Ensure that effective communication is maintained with other members of the board.
- Ensure members of the school community are kept up to date with developments that may impact them without breaching confidentiality.

Additional duties

- Invest time in personal and professional development, including by attending relevant governance training.
- Contribute towards a positive culture and effective processes in relation to self-evaluation.
- Undergo any additional 'Link Trustee' responsibilities as applicable to your Trustee role.
- Identify any gaps in knowledge, skills and experience and take responsibility for personal learning and development, including by attending school-organised training.
- Participate in the recruitment of new staff to the school and approval of new Headteachers and other Senior Leaders.
- Play a role in the Headteacher's appraisal.
- Hear appeals about student exclusions.
- Serve on panels to perform specific duties as and when required.
- Abide by all relevant governance policies, e.g. the Governing Board Code of Conduct.

The document is flexible and can be changed according to the needs of the organisation in agreement with The Chair of Trustees.

Conditions

Travel/Expenses

External training and related travel will be paid for.

Disclosure & Barring Service

All Trustees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

Additional checks are undertaken on all Trustees.

Updated October 2025



Cirencester Kingshill School

Person Specification - Trustee

	Essential	Desirable
Qualifications	• A good level of English and Mathematics	
Experience, Understanding and Knowledge	• Leadership/management experience	• Experience of working in educational setting. • Experience in a Finance/Accounting/Legal based role. • Knowledge of legislation around the Safeguarding of children.
Personal Qualities	• A passion for the education of children. • Shows a personal commitment to safeguarding and promoting the welfare and rights of young people. • Possesses strategic vision. • Ability to ask probing questions and to participate in robust and educated debate. • Ability to critically analyse data. • The ability to communicate effectively, to express ideas clearly and listen to others. • Possess an 'inquiring mind'. • Ability to communicate effectively both orally and in writing to a variety of audiences. • Keen to undertake training to develop an understanding of the schools and the role of a Trustee. • Ability to establish positive relationships. • Well-organised with time and resources. • Attention to detail and accuracy. • Good analytical and problem-solving skills. • Commitment to the principles of equality and diversity. • An interest in voluntary service to the community. (The role of a trustee is voluntary and unpaid, although external training and related travel will be paid for).	