



Saxton Bampfylde

Blundell's School

Clerk to the Governors

May 2023

Reference : FAOYB

Introduction

Blundell's is an independent co-educational day and boarding school for ages 3 to 18. There are over 600 pupils on the roll at the Senior School and 260 at the Prep School. The majority of students are from the West Country but some come from farther afield in the UK and around 10% are international students.

Blundell's has a distinguished history. It was founded in 1604 through the bequest of a Peter Blundell, one of the wealthiest of Elizabethan merchants. He left money and grounds for a boys' school in his hometown to 'maintain sound learning and true religion'. Generous property was provided in Tiverton and South Devon for its maintenance and Blundell's executors established links between the School and Balliol College, Oxford and Sidney Sussex College, Cambridge, which survive to this day.

Blundell's has a reputation for the collegiality of its staff and the positivity and friendliness of its pupils. The outstanding characteristic of Blundellians is their positive 'can-do' attitude. The main finding of our 2019 Independent Schools Inspectorate report was that the quality of our pupils' academic and other achievements is "excellent", and the quality of our pupils' personal development is also "excellent". It also noted that: "Pupils throughout the School demonstrate strong development of self-confidence and self-awareness, at levels appropriate to or, for many, beyond their age." Pupils showed their justifiable pride in their own and in others' achievements, without appearing in the least arrogant or excessively competitive.

Blundell's is committed to academic excellence enabling pupils to realise their full potential. It has been consistently praised for adding considerable value to its broad intake of pupils. In recent years, academic results have seen steady improvement and there is a strong commitment to continuing and indeed accelerating this pleasing development. For more information about the School, visit the website: <https://blundells.org/>

Aims and Values

Blundell's aims to provide a rounded education for the whole person, in mind, body and spirit, promoting the essential values of character, social responsibility and independence to enable pupils to pursue excellence in every area with a sense of adventure about their future. These values are in accordance with the wishes of the School's founder Peter Blundell and expressed in the School's long-held belief:

'There are two gifts we can give our children, the first is roots and the second is wings'

Roots

- To develop depth and breadth of character, which will encourage resilience, optimism, self-control and generosity within the rich Christian values of the School;
- To develop a sense of social responsibility and for each individual to be mindful of their role in the Blundell's community, in society at large and in the global environment, thus encouraging consideration, mindfulness and respect;
- To develop independence, with each pupil taking responsibility for their own growth and development and so demonstrate initiative, take ownership and feel satisfaction in what is achieved.

Wings

- To pursue excellence, aspiring to do everything as well as it can be done, which will develop a sense of justifiable pride and ambition;
- To develop confidence and a sense of adventure which will foster courage, curiosity and enterprise and originality.



The role

Purpose of Post

The Governors wish to appoint an outstanding professional to lead on three areas for the School. The first is leading, facilitating, and organising all clerking activities; the second is overseeing and coordinating compliance matters across the School; and the final area is assuming responsibility for non-employment-related legal matters

On a day-to-day basis, the remit will involve advising and supporting the Governing Body on constitutional and procedural matters and ensuring the School remains up to date with all appropriate regulations. It will also involve providing administrative support to the Governing Body and its committees and maintaining close working relationships with all layers of senior management.

Duties

- Ensure the School remains up to date with all appropriate regulations. These include, but are not limited to:
 - Independent Schools Standards and Regulations;
 - Keeping Children Safe in Education (KCSIE);
 - EYFS statutory framework and wider legislation;
 - General Data Protection Regulations (GDPR);
 - HR and Finance (recruitment, employment);
 - Management/operational (anti-bribery, licensing, copyright, parental contracts);
 - Educational visits;
 - Governance (Charity Commission, Companies Act).
- Provide advice and guidance to the Governing Body and policy holders on any legislative changes not limited to the regulations above;
- To initiate (as required), develop, maintain and review the School's policies on an ongoing basis and ensure statutory policies are in place and up to date;
- Ensure there is a robust control system to accurately record policy amendments, version control, policy approval, scheduling of policy updates and maintenance of a policy archive;
- To act as custodian for all inspection documentation as set out in the ISI's "Documentation Required for Inspection" including all required documents are up to date;
- Identify areas of compliance, vulnerability and risk;
- Maintain the Governance Manual including all terms of reference and role descriptions;
- Undertake Clerk to the Governors duties as detailed in the AGBIS Governance Manual. These include but are not limited to:
 - Formal checks, appointment, induction and training for new Governors;
 - Identification, coordination and recording of appropriate training for existing Governors;
 - Build effective working relationships with Governors, the Headteacher, school staff and external agencies as required;
 - To provide administrative support to the Governing Body including minute taking, records of attendance, dissemination of papers and other admin duties;
 - Work with the Chair (or Chair of committee) and the Head to prepare an annual cycle of meetings and a focused agenda for these within the required timeframe. This includes any additional and emergency meetings.
- Undertake appropriate and regular training and development to improve practice, maintain and extend knowledge, skills and expertise;
- Any other duties as reasonably directed by the Chair of Governors.

Person Specification

Successful candidates will have operated on, or with, a Board or senior leadership team in a regulated environment and demonstrate a strong grasp of what good governance looks like. Knowledge of legal processes, procedures and compliance will also be essential, in addition to excellent organisation skills, attention to detail and the ability to influence effectively at all levels. Whilst previous experience working in an independent school environment would be advantageous, the Board is keen to consider applicants from across the public and commercial sectors.

Essential Qualifications and Experience

- Has operated on, or with, a board or senior leadership team, demonstrating a strong grasp of what good governance looks like;
- Experience working at a senior level in a regulated environment, in either a non-profit or commercial sector;
- Knowledge of legal processes, procedures and compliance in relation to being Clerk to the Governors or Company Secretary;
- Excellent organisational skills;
- Good attention to detail and accuracy;
- Confidentiality;
- Ability to communicate at all levels.

Desirable

- Experience of working in an independent school environment;
- Legal or company secretarial qualifications.



Terms of appointment

The salary will be based on a pro rata of a full time equivalent of £55,000.

The postholder will be expected to work 3-4 days a week in term time of which 3 would be spent on site. S/he will also be expected to work one day a week during the school holidays. This may be from home.

The postholder will be entitled to 66% fee remission pro-rata.

Blundell's is an equal opportunities employer which values diversity and is strongly committed to providing equal opportunities for all employees and applicants. Blundell's is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service. Background checks on your online digital presence may also be carried out.

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Blundell's School on this appointment. Candidates should apply for this role through our website at www.saxbam.com/appointments using code **FAOYB**. Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring form. The form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

The closing date for applications is noon on **Monday 19th June 2023**.

Next steps

Candidates selected for the shortlist will meet Blundell's School's selection committee on 27th and 28th June (9am-12pm).

Following this interview, candidates taken forward to the final stages of the process will have a further meeting w/c 3rd July (date TBC).

KCSIE online checks

In line with the latest KCSIE guidance, Saxton Bampfylde will conduct a search of online records that are publicly available on shortlisted candidates. These checks are used only to meet the intended purpose of the KCSIE's recommendation in relation to whether an applicant is suitable to work with children and young people. All data will be held in line with data protection regulations.

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