



Clerk to the Board of Trustees

12 hours per week

Term-time only, 39 weeks per year

Application Pack



W
Woking
College



Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1700 students drawing students from more than 60 different schools. Our very successful focus will always be to create the very best environment for high quality of teaching and learning. We have a very broad range of enrichment activities, in order to greatly enhance the cultural capital and future prospects of our students. We place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey and we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in recent staff surveys over 95% of College staff said they were proud to work at Woking College!

We believe that our physical environment should also inspire our staff and students. All have benefitted hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre in 2014, a new Art building in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch was completed in 2020. A £3m teaching block opened in early 2023, and a further £3m project working collaboratively with the adjacent community centre opened in September 2023 enhancing our Performing Arts facilities even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, arguably the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'Brett Freeman'.

Brett Freeman
Principal



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The Role

The College converted to a Single Academy Trust on 1 September 2017. The Board of Trustees works very closely with the Principal and Senior Leadership Team, providing support and challenge and sharing the in the life of the College. The Board are seeking a Clerk to support them in their work, the current incumbent having been in the role for 6 years.

Board meetings are held at the College on weekdays in the early evening. There are approximately 12 Board and Committee meetings per academic year in addition to one General Meeting of the Trust. In addition, the Clerk may be required to clerk other trustee meetings, such as interview panels for prospective Trustees or the occasional Appeal Hearing.

The successful candidate will be contracted to 12 hours per week for time spent preparing for, attending and follow up meetings. These hours may vary on a week-to-week basis but on average will work out to be 12 hours per week during term-time only. A commitment to attending all meetings is essential and non-negotiable.

The post-holder should be able to work independently with minimal supervision but with open and on-going consultation with the Principal and Chair of Trustees. The post-holder will report directly to the Chair of the Board of Trustees.

Start Date: As soon as possible

Salary: Actual salary: £14,021 per annum, including fringe allowance for 12 hours per week, term-time only (39 weeks per year). FTE £50,327 per annum, including fringe allowance

Job Description

Post Title: Clerk to the Board of Trustees / Directors of Woking College

Responsible to: Chair of Trustees

Job Purpose: The main purpose of role is to provide advice to Board on that governance, constitutional and procedural matters, and in particular:

- Provide effective administrative support to the Board and its committees
- Ensure the Board is properly constituted
- Manage information effectively in accordance with legal requirements

Main responsibilities and tasks:

(This list attempts to capture all aspects of the role, many of which require limited time, but will act as an initial guide to the incoming postholder)

1. Provide advice to the Board

- Advise the Board on governance legislation and procedural matters where necessary before, during and after meetings;
- Act as the first point of contact for Trustees with queries on procedural matters;
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Board;
- Inform the Board of any changes to its responsibilities as a result of a changes in the relevant legislation;
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff;



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- Send new Trustees induction materials and ensure they have access to appropriate documents and access to training and briefing sessions within and outside the College including learning walks and staff and student focus groups;
- Advise on the annual calendar of Trustee meetings and tasks;
- Prepare for approval and periodic review by the Board: Standing Orders, Code of Conduct, a Scheme of Delegation, Terms of Reference for Committees and other similar governance documentation and place relevant information on the College's website;
- Keep up to date on governance related issues, informing the Board if appropriate and suggesting appropriate action where necessary;
- Facilitate communications on governance matters between Chair, Principal and staff;
- Prepare governance reports for the Chair, Trustees, Committees and Board as appropriate.
- Take appropriate action if the Board its Chair or one of its committees appears to be at risk of acting outside its powers or to be proposing actions that may be unlawful;

2. Effective administration of meetings

- With the Chair and Principal prepare a focused agenda for Board and Committee meetings;
- With the Chair prepare an appropriate agenda for General Meetings and give the required notice to members, trustees and auditors;
- Timetable meetings, calling meetings on proper notice and arranging the timely distribution of agendas and papers including liaising with report writers to ensure that reports are available on time;
- Coordinate rooming and refreshments for meetings as appropriate;
- Record the attendance of Trustees at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences;
- Monitor the quoracy of meetings and advise the Board as appropriate;
- Draft minutes of trustee's meetings, indicating who is responsible for any agreed action with timescales and send drafts to the Chair and Principal.
- Draft minutes of General Meetings and send drafts to the Chair for review;
- Circulate reviewed draft minutes as agreed by the Board and within the timescale agreed;
- Maintain the Minute Book and issue copies of minutes on request.
- Hold the College's seal and arrange to execute documentation requiring sealing;
- Ensure compliance with the law and the Board's decision as regards public access to Board Meetings and papers;
- Carry out company secretarial duties for the Academy Trust and complete filings to Companies House and DfE.

3. Constitution of the Board

- Advise the Board in advance of the expiry of Trustees' terms of office, so elections or appointments can be organised in a timely manner;
- Maintain a register of governor and member pecuniary interests and ensure the record of Trustees' business interests is reviewed regularly and published on the College's website;
- Maintain a record of training undertaken by Trustees;
- Organise elections of Trustees/Directors elected by the Parent Body;
- Ensure that all appointments to the Board and Committees have been validly made, including checking the eligibility of prospective members and preparing and issuing letters of appointment;
- Advise regulators/funding bodies and other relevant organisations of certain key vacancies/appointments e.g. new Chair or Principal;
- Review the mix of skills and experience of Trustees/Directors annually, enabling the Succession Planning Working Party to use this information to recruit new Trustees /Directors;

4. Other procedural matters and governance practice

- Prepare advertisements and take other appropriate steps to recruit new Trustees;
- Oversee any scheme for the reimbursement of Trustees/Directors' expenses;
- Make arrangements for new Trustees/Directors to undertake training on Safeguarding and Prevent and undertake an enhanced DBS Check;
- Facilitate annual review of the Board's performance and draft the Board's Self-Assessment Report and Improvement Plan.
- Build and maintain good working relationships with the Chair, individual Trustees/Directors, the Principal and senior management team;
- Maintain Trustees' CVs and other records in compliance with GDPR;
- Provide administrative support for the Chair and Trustees outside meetings as required, including acting as correspondent for the Board;
- Liaise with auditors, funding bodies and regulators regarding governance matters and provide information as required, including drafting regularity audit response and Corporate Governance Statement (for the Annual Report and Financial Statements);
- Draft new Policies/procedures in relation to governance matters as necessary and ensure that they are reviewed by Board on a regular basis;
- Ensure that the governance pages on the College website are current;
- Ensure that adequate indemnity insurance is maintained for Trustees/Directors;
- Ensure that Registers, copies of Governing Documents and Board and Committee Minutes are made available for public inspection.
- Carry out the role of a designated assessor for the purposes of the Public Interest Disclosure (Whistleblowing) Procedure;
- Carry out other tasks as reasonably required by the Chair or Board from time to time.

5. Personal Development

- Complete the National Training Programme for Clerks (if not already done so);
- Maintain appropriate professional contacts, including with Clerks of Colleges in the S7 Consortium and Sixth Form College Association;
- Keep up-to-date with educational developments and legislation affecting College / Academy / Charity governance
- Attend relevant briefings and participate in professional development opportunities;
- To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding team.
- To act at all times in accordance with the College's Equality & Diversity policies.
- To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.
- To take part in the training programmes provided by the College and agree to the process of professional reviews.
- To undertake any other particular duties, which may be reasonably assigned to you by the Principal, from time to time.

Person Specification

Essential	Desirable
<i>Skills, Knowledge and Aptitudes</i>	
Good literacy, oracy and listening skills	Knowledge of Academy governance procedures and legislation, guidance and legal requirements in the post 16 and Academy sector
Writing accurate, concise minutes	Knowledge of academy legislation, guidance and legal requirements in the post 16 and Academy sector
Excellent organisational ability including an ability to work to agreed deadlines, to organise meetings including handling a large amount of paperwork	Experience in committee work and the administration of the meetings of corporate bodies in either the public or private sector.
Attention to detail and an ability to work calmly and systematically under pressure	
Record keeping, information retrieval and dissemination of data/documentation to the Board and relevant partners	

<i>Qualifications and Training</i>	
Able to demonstrate a willingness to attend appropriate training and development	Have already attended or make a commitment to attend the National Training Programme for Clerks or equivalent governance qualification.
	A knowledge (if not experience) of the role of Company Secretary of an Academy Trust Company Secretary experience

<i>Personal Attributes</i>	
Team player	The capacity to build and maintain good working relationships and appropriate professional contacts
Taking initiative and self-motivation	Ability to work effectively with a minimum of supervision
Be a person of integrity	An appreciation of the ethical issues relating to the conduct of those in public life and of College Trustees / Directors in particular
Able to maintain confidentiality and remain impartial	Demonstrate a proven ability to provide objective advice and assistance accurately and concisely, whilst preserving confidentiality as appropriate.
Positive attitude to personal development and training	Openness to learning and change
Excellent interpersonal, communication and IT skills	Flexible approach to working hours including readiness to work in the evening



Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Following our grading as Outstanding at our recent Ofsted inspection in October 2022, Ofsted stated that:

“Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family.”

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
 - ✓ 99% agreed that leaders are considerate of staff wellbeing.
- A positive approach to staff development; including regular cross-College sharing best practice sessions
 - Regular whole-College communication including weekly staff briefings
 - Regular departmental meetings to ensure support and share departmental best practice
 - Excellent student behaviour and productive working relationships with the Student Union
 - Excellent links with local schools, businesses and universities
 - Welcoming, friendly and approachable community, a harmonious working atmosphere

S7 Consortium:

- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium: [S7 Professional Development Video](#)

Benefits include:

- Free on-site parking
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas lunch, Christmas party
- College gym available for staff use, yoga classes, staff football (new 3G pitch), run club
- Staff clubs/support groups: book club, menopause group, group for Parents/carers of children with mental health concerns
- Access to prayer/multi faith room
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher's Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



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Application & Selection

Application forms are available to download from our website: www.woking.ac.uk/about/staff-vacancies/ Please note that CVs will not be accepted on their own.

Please note that CVs will not be accepted on their own. All applicants must have the Right to Work in the UK.

Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working". We would like to see your passion for the role and the College in your **supporting statement**, please use this opportunity to include personal skills, experience relevant to the post, and reasons why you feel you would be successful if this post.

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): recruitment@woking.ac.uk

Closing date: 9am, Monday 22 April 2025

Interviews: to be held on Monday 28 April 2025

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints.

The interview process will comprise of the following, but may be subject to change:

- a guided tour of the College
- Interview with the Principal and senior staff
- Secondary interview with senior staff
- Role-related task

The College encourages all candidates to be familiar with the following documents:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2024
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

The documents listed above are available from the College's Staff Vacancies page, please use this link to access them <https://www.woking.ac.uk/about/staff-vacancies/>



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