

# ERSKINE STEWART'S MELVILLE SCHOOLS



## CLERK TO THE GOVERNING COUNCIL

### THE POST

- Basic Function** The Clerk provides governance and administrative support to the ESMS Governing Council, ensuring compliance with regulatory and statutory requirements and the effective operation of the governing body.
- Accountability** The Clerk is directly accountable to the Chair of the Governing Council and liaises closely with the Principal and relevant Board Committees.
- Authority** The Clerk has authority as delegated by the Chair of the Governing Council.
- Relationships** The Clerk works closely with members of the Governing Council, the Principal's office, and external regulatory bodies.

### Duties and Key Responsibilities

#### Key Responsibilities

##### Governance and Compliance

- Provide professional governance advice to the Governing Council on statutory and regulatory matters, including independent school governance, charity law, and company law (where applicable).
- Ensure compliance with all legal and regulatory requirements, including those set by Education Scotland OSCR, and the Care Inspectorate
- Maintain accurate and up-to-date governance records, including meeting minutes, statutory documentation, and Governor declarations of interest.
- Monitor and advise on quorum requirements and Governor eligibility, highlighting any potential compliance issues.
- Support Governor appointment, induction, and resignation processes, ensuring necessary checks and approvals are completed.

##### Administrative Support

- Provide high-quality administrative support, including preparing agendas, minute-taking, and maintaining governance records.
- Ensure timely distribution of all meeting documents and reports through the Governors' portal.

- Archive signed and ratified meeting minutes in accordance with governance best practices.
- Organise logistics for meetings, including venue arrangements, IT access, and parking.

### **Training and Development**

- Maintain records of Governor training and development, ensuring compliance with governance best practices.
- Identify and recommend training opportunities for Governors and advise the Chair on training requirements.
- Develop and maintain an induction programme for new Governors.

### **Communication and Stakeholder Engagement**

- Ensure effective communication between Governors, Senior Leadership Team, and other stakeholders.
- Act as the primary point of contact for governance-related queries from Governors.
- Support the Governing Council in engaging with external bodies, including regulatory agencies and associations such as AGBIS.

### **Other Duties**

- Provide governance guidance on policies and procedures to ensure compliance with relevant legislation.
- Assist in managing Governor performance reviews, providing necessary documentation and support.
- Undertake any other governance-related tasks as directed by the Chair of the Governing Council.
- Any other duties commensurate with the grading and purpose of the post, as may be required from time to time.

### **Vision and Values**

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role.
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community.
- Fostering an environment that supports the development of these values among students and staff.

### **Working with Others**

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensure effective planning, delegation and support of responsibilities
- Developing a culture of high expectations for all and taking action when performance does not live up to these
- Taking responsibility for personal development, both personally and of team members.

### **Safeguarding**

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount.

## Person Specification

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Experience</b>	<p>Experience in governance administration, preferably within an educational or charity sector.</p> <p>Strong understanding of independent school governance and regulatory frameworks.</p>	<p>Experience working within an independent school or charity governance environment.</p> <p>Experience working within an independent school or charity governance environment.</p>
<b>Education/Qualifications</b>		<p>A governance qualification (e.g., Chartered Governance Institute (CGI), ICSA certification) or a willingness to work towards one is highly desirable.</p> <p>A relevant degree or diploma in business administration, governance, law, or a related field is desirable.</p>
<b>Skills/ Abilities/ Capabilities</b>	<p>Experience in minute-taking, document management, and policy drafting.</p> <p>High level of attention to detail, organisation, and problem-solving ability.</p> <p>Ability to handle confidential and sensitive information with discretion.</p>	<p>Strong communication and interpersonal skills, with the ability to engage with senior stakeholders.</p> <p>Strong IT proficiency, particularly in Microsoft Office</p>
<b>Personal Attributes</b>	<p>Excellent oral and written communication skills</p> <p>Excellent self and time-management skills</p> <p>Boundless energy and resilience to allow challenges to be viewed as opportunities</p>	<p>Dealing with every situation calmly and professionally</p> <p>Strong commitment to seeing and bringing out the best in students</p> <p>A desire for fairness, dignity, and respect in every interaction</p> <p>The highest level of personal integrity</p> <p>Ability to deliver constructive feedback</p>

## REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

<b>The post</b>	This is a permanent part time term time position available immediately (subject to satisfactory pre-employment checks).
<b>Hours of Work</b>	The hours of work will be an average of 5 hours per week. The hours of work will change each week, depending on demand.
<b>Salary</b>	The salary is £5,664 per annum (ESMS Support Staff Scale I34).
<b>Holiday</b>	Entitlement includes 30 days of annual leave, plus 10 days of statutory holiday when the schools are closed. The school's holiday year runs from January to December. To ensure the smooth operation of our Schools, leave must be taken during school holidays.
<b>Location</b>	The postholder will be based at the Queensferry Road site but may be subject to work across both sites at Ravelston and Queensferry Road.
<b>Eligibility</b>	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
<b>Pension</b>	Candidates will be entitled to be enrolled into the Merchant Company Defined Contribution Pension Scheme.
<b>Staff Benefits</b>	Staff are offered a range of benefits including: use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

**The closing date for applications is 12pm on 11 April 2025. We anticipate interviews will take place on Friday 25 April 2025.**