

# Clerk to Governors



## APPLICATION PACK

|              |                               |
|--------------|-------------------------------|
| THE ROLE     | Clerk to Governors, part time |
| START DATE   | As soon as available          |
| REPORTING TO | Chair of Governors            |
| SALARY       | Competitive                   |



## WELCOME TO ARNOLD HOUSE

Dear Applicant

Thank you for your interest in the role of Clerk to Governors at Arnold House.

The school was founded in 1905 in St John's Wood. It is an independent preparatory school for boys from 3 to 13, and a member of IAPS (the Independent Association of Preparatory Schools).

We operate across three sites, two in St John's Wood and one in Edgware. We now have 360 boys on roll across 10 year groups. Each year group is split into two forms.

A thriving school, Arnold House aims to provide an education of breadth and excellence and to serve the boys' best interests across the ability range. We aim

to do so in a supportive, purposeful and stimulating environment, to provide a foundation for the boys' development within a generous Christian ethos, to help them mature into well-rounded individuals by developing enjoyment of music, the arts and sport, and to promote good citizenship through the virtues of courtesy and industry. The cultural identity of the school is diverse and enriched with an array of backgrounds being represented.

The School values a supportive family ethos and operates in a relaxed, though structured manner, ensuring that all boys are cherished and achievements recognised and rewarded. Academically sights are set high with the object being for each boy to develop his talents.

Arnold House families have high expectations for their sons and we work closely with them to help them achieve their goals.

As a registered charitable trust, Arnold House is overseen and supported by an experienced Governing Body.

Arnold House underwent an Educational Quality Inspection by ISI in November 2022, in which it was reported that both the quality of pupils' academic and other achievements and the quality of pupils' personal development is excellent.

The report can be downloaded from [www.arnoldhouse.co.uk/isi-inspection-reports](http://www.arnoldhouse.co.uk/isi-inspection-reports)

## SUMMARY OF THE ROLE

The role of Clerk to the Governors is extremely important for the effective governance and operation of the Board at Arnold House School. The Clerk will provide advice on governance and procedural matters and will support the Board and its Committees in fulfilling their roles as Governors and Trustees. The Clerk is directly responsible to the Chair of Governors and will work closely with other members of the senior team at the School.

This is an ideal opportunity for a highly organised professional to play a pivotal role at the heart of the School's leadership. The role would suit someone with legal or para-legal experience. As the Clerk to Governors, you will be a trusted partner ensuring the seamless operation of the Governing body.

### Working hours, salary and benefits

The role is flexible, part-time and is anticipated to cover, on average, 2-3 days per week during term time plus approximately 15 days during non-term time. Exact hours can be discussed at interview.

Working hours can be flexible,

with the option to work from home for the majority of the time, subject to being available in person for evening Governor meetings at the School and fulfilling all responsibilities as outlined in the job description.

Salary is competitive and dependent on skills and previous experience.

Other benefits include generous

holidays, pension contributions, professional development opportunities, free lunch while working on site.

As an employer we are committed to promoting and protecting the physical and mental health of all our staff.





## JOB DESCRIPTION

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Clerk to Governors is responsible to the Chair of Governors.

### Key Responsibilities

#### 1. Governance and Board Administration

- Develop, maintain, and manage a comprehensive annual Board and Committee calendar across all Board, and Finance and Remuneration Committee meetings.
- Ensure timely and efficient production and distribution of papers, including agendas, reports, and minutes.
- Accurately record meeting minutes, track actions, and ensure follow-up is completed.

#### 2. Board & Committee Support

- Maintain and periodically review Terms of Reference (ToRs) for the Board and all Committees.
- Support the Chairs of each Committee and the Board with scheduling, coordination, and documentation.
- Advise the Board on governance best practice and procedural compliance.
- Organise agreed and appropriate training for all governors and record such training.

#### 3. Statutory & Regulatory Compliance

- Ensure timely filings and updates with relevant bodies, including:
  - o Companies House
  - o Charity Commission
- Maintain accurate registers, including:
  - o Register of Interests
  - o Register of Gifts and Hospitality
  - o Register of Conflicts of Interest

#### 4. Policy Oversight & Governance Framework

- Develop and manage a comprehensive Board Manual, including:
  - o Delegation of authority

framework

- o Code of conduct
- o Trustee induction and evaluation framework
- Advise on and coordinate Board-owned policy reviews (e.g., Conflict of Interest, Whistleblowing).

#### 5. Risk Management & Compliance

- Support implementation and oversight of a risk management framework including a defined risk appetite statement and committee-level accountability.
- Assist with periodic review and consolidation of the risk register for Board-level analysis.
- Coordinate annual reviews of business continuity and disaster recovery plans.

#### 6. Strategy and Business Planning Support

- Play a coordinating role in the strategic planning and delivery oversight, ensuring alignment between the Executive and governance structures.
- Support progress monitoring and reporting against the School Development Plan / Strategic

Business Plan.

#### 7. Board Development and Succession

- Oversee Trustee induction, training and recruitment, including skills audits.
- Organise Board evaluations and effectiveness reviews, including governance development plans and external reviews.
- Support recruitment aligned to strategic needs.

### Key Documents to Maintain and Oversee

- Board Manual
- Board & Committee ToRs
- Annual Calendar and Forward Plan
- Risk Management Framework
- Delegation of Authority Document
- Register of Interests, Gifts & Conflicts
- Induction and Trustee Evaluation Documentation
- Governance Policies (e.g., Whistleblowing, Conflicts)



## PERSON SPECIFICATION

| EXPERIENCE AND QUALIFICATIONS                                                                          | ESSENTIAL | DESIRABLE |
|--------------------------------------------------------------------------------------------------------|-----------|-----------|
| Proven experience in a governance or clerking role within the charity, education, or corporate sectors | ✓         |           |
| Experience of working in a similar role in an educational setting                                      |           | ✓         |
| Familiarity with safeguarding and educational compliance                                               |           | ✓         |
| Experience supporting Board-level committees in quality, finance, or HR domains                        |           | ✓         |
| Legal or para-legal experience                                                                         |           | ✓         |
| SKILLS AND QUALITIES                                                                                   | ESSENTIAL | DESIRABLE |
| Excellent organisational and project management skills                                                 | ✓         |           |
| Strong written communication and minute-taking skills                                                  | ✓         |           |
| Strong IT skills in Microsoft Office (eg Word, Excel, Outlook)                                         | ✓         |           |
| Knowledge of Charity Commission and Companies House regulations                                        | ✓         |           |
| Understanding of risk management and strategic governance                                              | ✓         |           |
| Discretion, integrity, and a commitment to confidentiality                                             | ✓         |           |
| The ability to work independently, prioritise and work to deadlines                                    | ✓         |           |
| Willingness to work flexibly on occasion                                                               |           | ✓         |
|                                                                                                        |           |           |

## HOW TO APPLY

**DEADLINE FOR APPLICATIONS:** Monday October 13th, 9am

**START DATE:** As soon as available

Please read our Recruitment, Selection and Disclosure Policy & Procedure, download and complete an application form, and send a covering letter to [recruitment@arnoldhouse.co.uk](mailto:recruitment@arnoldhouse.co.uk) explaining why you feel you are suitable for the role.

In the case of any queries, please contact: Frances Peel Yates, HR Manager on 020 45530016

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The role will include regulated activity and is exempt from the Rehabilitation of Offenders Act 1974.

Arnold House will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2025. The check will help us to ensure safe and robust checks on the suitability of individuals to work within our School.

