



WORKSOP  
COLLEGE

**Clerk to  
Governors  
&  
Executive  
Assistant to  
Bursar**

## **Welcome**

Worksop College and Ranby House; one community set across two schools - educating children from age two to eighteen. We're proud of being a broad-ability school - with a focus firmly on progress, recognising that every child has their own set of skills and abilities, whether it be academic, sporting, musical or otherwise. We believe that education is about more than the flight towards academic success, but about human flourishing.

We want our students to be the very best version of themselves. If they are destined to attend an established University, here is where they will flourish, or if they are an outstanding sportsperson, here is where they will hone their skills. Perhaps they are a talented artist or musician, here is where they'd perfect their craft, but if these talents are yet to be revealed, here is where they'll be discovered.

We are a remarkable school, in a stunning setting, with exceptional facilities and a talented teaching staff. At our school, what matters is the individual, their aspirations and their future.

## Our Value System

A golden thread that links from our school motto, right through to our pupil charter - our value system is a way of life. From the way we recruit, to the business decisions we make, teaching styles to personal development reviews, our value system is a blueprint for the way we behave and the vision we have for our pupils.

Our motto	Semper ad Coelestia Always to the heavens
Our vision	We support, encourage and challenge - creating exceptional people who leave with confidence, resilience and humility
Our Values	Bold & Ambitious Inquisitive & Thoughtful Supportive, yet Challenging
Our Learners	Independent, Adaptable, Resilient
Our Pupil Charter	We are confident and we aim high We are brave and honest We have open minds We listen and are respectful We are a team and we don't give up



## **Where we are**

Set in 400 acres of stunning North Nottinghamshire woodland, Worksop College and Ranby House has the benefit of a sprawling campus, with some of the best facilities in the county. The major cities of Sheffield, Doncaster and Nottingham are an easily commutable distance and give the school a secure and rural feel, whilst enjoying a comfortable proximity to city life. In addition, Worksop's location on the edge of Clumber Park and with ease of access to the A1, M1 and East Coast mainline make it an ideal place to live and work. Major university cities Leeds and York are easily accessed by road or rail, as are Newcastle, Edinburgh or London, allowing for academic visits or personal enjoyment in the generous holidays. The Peaks, the Dales, even the Borders are also within easy reach.

## **The Role**

The primary function of this role is to ensure high quality secretarial support for the Bursar and Governors, As an Executive Assistant you will perform a variety of administrative tasks and support our company's senior-level managers.

As Executive Assistant your responsibilities include managing calendars, making travel arrangements, facilitating meetings and preparing reports, minutes and notes as required.

As a clerk you will work in partnership with the Custos to keep the board focused on its core strategic priorities, provide independent and expert advice and guidance to the board on its duties and functions, and deliver administrative support that makes everything work smoothly.

To be successful in this role, you should be well-organized, have great time management skills and be able to act without guidance being reliable and trustworthy at all times. Ultimately, you will contribute to the efficiency of our business by providing personalised and timely support to executive members and Governors.

## **Main Responsibilities for the Executive Assistant**

- To provide a complete administrative and secretarial support service to the Bursar and Governors.
- To act as the first point of contact among executives, employees, parents and all other internal and external partners.
- To manage the Bursar's diary both day-to-day and in planning and to ensure effective use is made of the bursar's time.
- To provide administration support for the interview process including the production of a schedule for the interview day.
- To assist in the completion of data collection questionnaires such as the annual censuses for the ISC and the DCSF.
- To ensure that the Bursar's post and emails are opened promptly and distributed or forwarded accordingly. To reply to post and email when appropriate.
- To facilitate meetings, take minutes in a timely and accurate manner.
- To screen and direct phone calls as appropriate.
- To manage and organise efficiently the filing system in the Bursar's Office.
- To liaise as appropriate with internal and external stakeholders.
- To liaise effectively with members of the Senior Management Team, the Marketing Office and all other departments.
- To organise Bursar's travel and accommodation details when appropriate.
- To deal quickly and calmly with any emergency.
- To ensure discretion and confidentiality is kept at all times.
- To carry out any other duties as directed by the Bursar and Governors commensurate with the general level of responsibility of the post.

## **Main Responsibilities for the Clerk to Governors**

- To ensure all Worksop College diary commitments are communicated to Governors in a timely manner.
- To provide regular newsletters to parents and reports from the Headmaster to the Board of Governors.

- Provide administrative support to the governing body, for example: arranging meetings, creating minutes, keeping accurate and up to date records, supporting systems for the review of policies.
- Support the development and performance of governors in their role, for example: updating them on changes in legislation and policy, informing them of appropriate training and helping them understand their duties.
- Offer advice to governors and the school on the correct governance procedures and how to improve governance.
- Provide support to the Governing Body by servicing meetings, providing advice on procedural and constitutional matters and undertaking other administrative duties associated with the effective operation of the Governing Body in accordance with the Governor's Handbook and other statutory and good practice guidance.
- Keep abreast of the legislation around the Governing Body and help to ensure that the Governing Body works within this.
- To deal effectively with any complaints, grievances, or appeal hearings for the governing body.
- To have a high level of expertise and knowledge of the procedure and application of school governance & other relevant regulations.
- Work effectively with the Custos and Headteacher before each full Governing Body meeting to prepare a purposeful agenda and to prepare and distribute papers. Papers should be made available to all Governing Body members 7 days in advance of the meeting, with any unbudgeted financial requests made available 14 days before the meeting.
- Ensure a register of Governing Body relevant interests is maintained and renewed at least annually and is on every agenda and drawn to members attention at full Governing Body meetings.
- Follow up with the Custos, Bursar and Headteacher on open actions that need to be reported back to the governors.
- Submit draft minutes to the Chair, Bursar and Headteacher for review and approval within ten calendar days of the meetings. Thereafter circulate minutes as appropriate and keep an ordered file of minutes.
- Maintain copies of current terms of reference and scheme of delegation for the Governing Body, membership of committee and working parties and nominated governors.
- Co-ordinate the induction process for new governors. Provide all new governors with a school based induction pack (contents as determined by the Governing Body), a copy of the Governors' Handbook and other relevant information.
- Give advice in advance of the expiry of a governor's term in office, of a potential vacancy and suitable avenues to recruitment. Assist with elections to fill Governor vacancies.
- Familiarise yourself with the Woodard Corporation and its schools and methods of operating. From time to time you will be expected to liaise with the Woodard Corporation and its appointed agents.
- Liaise with Woodard Corporation and other bodies as required to obtain approval for nominations.
- Manage the appointment, election and training of all Governors, in accordance with the guidance in the Governors Handbook.
- Attend appropriate training and development opportunities and keep up to date with current educational developments and legislation affecting school governance.
- To deal quickly and calmly with any emergency.
- To ensure discretion and confidentiality is kept at all times.

**Hours of work and salary**

Your normal working hours will be 37.5 hours per week. You will, within reason, be expected to work such hours as may be necessary for the efficient carrying out of your responsibilities - including flexibility to cover other hours should the job require it on an ad-hoc basis.

**Salary**

£30,000.00 per annum

**Application**

Please complete our application form CV's are only accepted in addition to the application form.



## **Benefits of working with us**

Working at Worksop is as much about a lifestyle choice as it is about pursuing a satisfying career path. We have high expectations of our staff and reward with an attractive benefits package, which includes:

- Fee concessions for your children
- Workplace pension scheme
- Access to gym, sports hall and swimming pool
- Discounts across a number of retail and hospitality outlets
- Free lunch provided when on duty with tea and coffee available throughout the working day
- Free onsite parking





## **Statutory requirements & equal opportunities**

### **Safeguarding & Child Protection**

For this post applicants must be willing to undergo child protection screening, including, but not limited to, reference checks with previous employers, online searches, prohibition checks and a criminal record check via the Applicants Disclosure and Barring Service (including Barred List Check). All offers of employment are conditional upon the satisfactory outcome of child protection screening checks.

### **Disclosures**

We will appoint, train, develop and promote on the basis of merit and ability alone. It is a stipulation of the Governors and a statutory requirement that members of staff appointed to Worksop College should be shown not to have any criminal record, which might prevent them accepting a post at the College. Accordingly, the College requires permission from all members of staff to make an appropriate investigation. Offers of employment are subject to a satisfactory outcome of this enquiry.

The post is exempt from the Rehabilitations of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.

### **Equal Opportunities**

Worksop College is an equal opportunities employer and is committed to a policy of treating all our employees and job applicants equally. It is our policy to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to age, disability, sex, gender reassignment, pregnancy, maternity, marital or civil partnership status, race (which includes colour, nationality and ethnic or national origins), sexual orientation, trade union membership, religion or belief.



## Getting to Worksop College

### By road

Worksop College is easily accessible by all major roads and just 10 minutes from junction 23 of the M1. If driving, please use S80 3AP for your Sat Nav. The AA's online route planner is a useful way of determining the route and distance ahead of your journey.

### By Rail

Retford station is approximately 15 minutes away and the journey will take less than 1.5 hours from Central London.





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