



ROYAL
BALLET
SCHOOL

CLERK TO THE GOVERNORS

OVERALL PURPOSE OF THE POST

To provide advice and guidance to the governing board on governance, constitutional and procedural matters.

SUMMARY OF THE ROLE

The Clerk to the Governors will be accountable to the governing body, working effectively with the Chair of Governors, and with the Executive Leadership Team and other Governors. The Clerk will be responsible for advising the Governors on constitutional and procedural matters, duties and powers and will work within the current legislative framework. They will secure the continuity of governing body business and observe confidentiality.

CONTRACT TERMS

Salary £13,000 per annum

Hours	An average of 2 days per week
Location	Covent Garden and White Lodge, Richmond
Line managed by	Chief Operating Officer
Key contacts	All Governors and ELT

SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and recognises that safeguarding and promoting the welfare of children is **everyone's** responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and to share this child-centred approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behaviour, health and safety and all other relevant policies

- To promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with
- To report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, in particular the most recent Keeping Children Safe in Education, and communicating concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

MAIN DUTIES

This list should be seen as illustrative rather than prescriptive;

- Ensuring that governance is carried out in accordance with the Governing Instrument for the school with particular reference to:
 - Size & membership of the governing body
 - Retirement of existing governors & appointment of new governors
 - Regularity of meetings

- Maintaining a record of attendance at meetings
 - Maintaining relations with nominating bodies
 - Ensuring the appointment of office-holders
 - Ensuring that decisions are made, and recorded, in accordance with governing protocols
- Preparing, reviewing and updating additional governance protocols:
 - Ensuring that appropriate Terms of Reference exist for Committees.
 - Recording membership & Chairmanship of Committees & Working Groups
 - Ensuring appropriate reporting structures from such Committees to the full Governing Body
 - Ensuring that clear rules exist to determine the decision-making authority for Committees etc.
 - Conducting for all new governors, on behalf of the Chairman of Governors:
 - Induction and training of new Governors
 - Registration with Companies House as a director
 - Registration with the Charity Commission as a trustee

- Organising agreed and appropriate training for all governors, as agreed by the full Governing Body, and recording such training
- Ensuring that all governors are aware of their statutory responsibilities, especially their responsibility for the safeguarding of all pupils at the school:
- Ensuring that the systems through which the Executive Leadership Team report to governors are fully robust and effective in helping governors to fulfil their statutory responsibilities
- In addition to matters of statutory compliance, ensuring compliance with instructions of the Charity regulator & Companies House.
- Ensuring the efficient functioning of governance:
 - Communication with governors between meetings
 - Preparing & circulating timetables of meetings of the full Governing Body & its Committees
 - Preparing & circulating agendas for meetings of the full Governing Body & its Committees
 - Ensuring satisfactory circulation of pre-meeting papers

- Ensuring appropriate minuting of these meetings & the prompt circulation of these minutes
- Working with the Chair and with any Committee that might have been established for this purpose, ensuring that an appropriate process exists for succession-planning for the Governing Body, maintaining a skills matrix and advising the Chair accordingly
- Following instructions from the Governing Body regarding processes for the appointment of the Artistic Director when the need arises
- Organising and making appropriate arrangements for the establishment of any panels of the Governing Body that may from to time be required to hear appeals or to deal with complaints or grievances (including the identification of independent members to join these panels where appropriate)
- Maintaining full and appropriate records of all governance activity.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Experience of governance, clerking and administration
- Understanding of general education law, best practice governance and compliance for charities
- Excellent organisational and administrative skills
- Outstanding communication skills with a high command of English and attention to detail
- Excellent interpersonal skills and ability to build effective and resilient relationships at all levels and with key stakeholders while demonstrating tact and diplomacy
- Strong working knowledge of Microsoft Word and Outlook with accurate and well-presented typing skills and ability to draft correspondence independently
- Ability to work with autonomy and flexibility and to safeguard confidential information
- Willing to work flexible hours as required
- Proactive approach to learning and developing own skills recognizing areas of CPD and attending seminars to maintain knowledge
- Empathy with the aims and ethos of the School.

DESIRABLE CRITERIA

- Experience of working in a school
- Interest in ballet.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

We're passionate about creating an inclusive workplace that promotes and values diversity. At The Royal Ballet School we are committed to creating an environment where every one of our employees feels part of our team and can flourish, regardless of their background.