

CLERK TO GOVERNORS

CANDIDATE INFORMATION



**King's
Worcester**

INDEPENDENT CO-ED DAY SCHOOL FOR AGES 2-18



The King's School Worcester Foundation is made up of three schools: King's Senior School and two preparatory schools, King's St Alban's and King's Hawford. Together, they form a vibrant and nurturing educational community.

King's Senior School educates approximately 780 pupils aged 11–18 on our stunning city-centre campus. Sharing this site is King's St Alban's, a thriving prep school for around 160 pupils aged 2–11. Just north of the city, in the beautiful Worcestershire countryside, King's Hawford provides a dynamic learning environment for approximately 210 pupils aged 2–11.

All three schools are united under a single governing body, ensuring a cohesive vision and shared values across the Foundation.

Welcome from the Chair of Governors

I am delighted that you have expressed an interest in applying for the post of Clerk to Governors.

The Clerk to Governors plays an important role in the Foundation, providing administrative support and advice to the Chair of Governors, the Governing Body and its Committees.

The successful candidate will be reliable and highly organised. They will have excellent communication skills and good attention to detail.

If you think you might be the ideal person for this post, we would be delighted to hear from you.

A handwritten signature in black ink, appearing to read 'Pat Preston'.

Pat Preston, Chair of Governors

Welcome from the Head of Foundation

Thank you for your interest in the role of Clerk to Governors at the King's Worcester Foundation. Ours is a thriving and ambitious educational community, united by a shared commitment to providing an exceptional all-round education for every pupil.

Strong governance is fundamental to our success, and the Clerk plays a central role in supporting the partnership between Governors and school leaders.

This is an opportunity to contribute meaningfully to the strategic leadership of the Foundation while working within a professional, collaborative and flexible environment. If this opportunity excites you, we very much look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'Ben Charles'.

Ben Charles, Head of Foundation

Job Description

The Clerk reports directly to the Chair of Governors with a dotted line responsibility to the Head of Foundation. The Clerk and Chair will communicate regularly regarding the operation of the Governing Body.

The responsibilities of the Clerk are:

1. Ensuring that governance is carried out in accordance with the Governing Instrument for the Foundation.

2. Ensuring that decisions are made and recorded in accordance with governance protocols.

3. Preparing, reviewing and updating governance protocols, including:

- Identification of Committees and Working Groups
- Ensuring that appropriate Terms of Reference exist for Committees and Working Groups (normally prepared by their Chairs and ratified by the full Governing Body)
- Recording membership and Chairmanship of Committees and Working Groups
- Ensuring appropriate reporting structures are in place from such Committees to the full Governing Body
- Ensuring that clear rules exist to determine the decision-making authority for Committees etc.

4. On behalf of the Chair of Governors, and liaising with the HR team, ensuring that all new Governors complete:

- Formal identity checks and Right to Work in the UK checks
- DBS disclosure check or equivalent
- Registration with Companies House as a director
- A code of conduct declaration and other annual declarations.
- An induction and training programme.

5. Ensuring that all Governors are aware of their statutory responsibilities, especially their responsibility for the safeguarding of all pupils at the Foundation.

6. In addition to matters of statutory compliance, ensuring compliance with instructions of the Charity regulator and Companies House.

7. Ensuring the efficient functioning of governance by:

- Preparing and circulating timetables and agendas for meetings of the full Governing Body and its Committees
- Ensuring satisfactory collation and circulation of pre-meeting papers

- Producing accurate minutes of these meetings and ensuring their prompt circulation following approval by the Chair

- Overseeing occasional audits of governance (either internal or external), as instructed by the Chair.

8. Working with the Chair and the Nominations and Governance Committee, ensuring that an appropriate process exists for succession-planning for the Governing Body, maintaining a skills matrix and advising the Chair accordingly.

9. Following instructions from the Governing Body regarding processes for the appointment of the Head of Foundation when the need arises.

10. Organising and making appropriate arrangements for the establishment of any panels of the Governing Body that may from time to time be required.

11. Maintaining full and appropriate records of all governance activity.

12. Following all King's School policies and procedures, with particular regard to pupil well-being and safeguarding.

Role Information and Person Specification

Working pattern

The role is offered on a permanent, part-time basis, an average of 15 hours per week, year-round.

Due to the nature of the role, attendance is required at Governing Board and Committee meetings, together with associated administrative work before and after meetings. Most meetings are held during term time and take place in the late afternoon or early evening. The workload varies throughout the academic year.

Most duties can be undertaken both remotely and in school, and at flexible times, however there will be key meetings when attendance by the Clerk is required and deadlines must be met. Working in school could be limited to attendance at Board and Committee meetings if that was the preference of the role holder. Flexibility is required.

Salary

Depending on the skills and experience of the successful candidate, up to £21.31 per hour, equating to £16,621 per annum based on the working pattern detailed above.

Person Specification

Experience and Knowledge

- Experience as a Clerk to Governors or in a senior administrative and/or legal role.

- Experience of communicating confidently and effectively to a range of audiences, both verbally and in writing.
- A grasp of the safety and other regulatory frameworks within which a school operates would be an advantage, as would an understanding of charity law.
- Formal Clerk training would be an advantage but not essential. Training will be provided.
- A knowledge of safeguarding practices in an education setting is desirable, however training will be provided.

Skills and Abilities

- Ability to work both collaboratively across the Foundation and to work independently and autonomously as the job requires.
- Strong interpersonal and communication skills.
- Highly organised and efficient with meticulous attention to detail.
- Excellent IT skills with an enthusiasm to explore and adopt new technologies.
- Has integrity and respects confidentiality at all times.
- A flexible approach to working hours and ability to work at times convenient to the Governing Body, including evening and weekend meetings.



Safeguarding Responsibilities at King's Worcester

The King's Foundation is committed to safeguarding and meeting the needs of all children.

What is safeguarding?

Safeguarding and promoting the welfare of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing the impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- Taking action to enable all children to have the best outcomes.

(Definition from *Keeping Children Safe in Education, 2026*)

Our commitment to safeguarding

The King's School, Worcester ensures that safeguarding is given the highest priority and actively promotes the well-being of pupils. Safeguarding and child protection are at the forefront of, and underpin all relevant aspects of, process and policy development.

The Foundation's safeguarding culture supports good practice and enables issues to be addressed promptly and appropriately in the best interests of the children.

Safeguarding culture at King's

As we strive to maintain an open culture of safeguarding across the King's Foundation, we:

- Train our staff in safeguarding
- Work in partnership with King's families
- Liaise with external support agencies
- Follow the four Rs: Recognise, Record, Report, Refer
- Prioritise early intervention
- Listen to pupils
- Encourage professional curiosity
- Create a team around the child.

Responsibilities of the successful candidate

Staff are advised to maintain an attitude of "it could be happening here and probably is" as far as safeguarding is concerned and should always act in the best interest of the child. All staff must:

- Actively promote and safeguard the welfare of all pupils
- Have proper regard for the Foundation's Safeguarding Policy and related procedures
- Report any concerns in a timely manner
- Attend annual safeguarding training.



Application Process

In order to provide our pupils with a well-rounded and enriched educational experience which is truly representative of the world in which they grow up, the King's Foundation strives to place equity, diversity and inclusion at the heart of everything we do, ensuring that we build a community which is truly representative of all backgrounds and experiences. We believe that we will do that best if our employees come from different backgrounds and if we create an environment of inclusion and belonging for them.

All applications will be acknowledged and all applicants will be notified as to whether or not they have been invited to an interview.

Successful applicants will be advised of the date and time of the interview. References will be requested and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Proof of identity will be required at interview.

Candidates unsuccessful at interview will receive written notification.

The King's Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo appropriate safeguarding and child protection screening, including enhanced Disclosure and Barring Service (DBS) checks, verification of references and

employment history, checks with previous employers, and an online search prior to the appointment being confirmed. Shortlisted candidates will also be required to complete a self-declaration regarding any criminal record or other information that may affect their suitability to work with children. Details of the Foundation's policies on safeguarding and promoting the welfare of children, as well as our equal opportunities policy, are available on request.

How to apply

Candidates should complete a downloadable application form which can be found on the Current Vacancies page of our website at www.ksw.org.uk/careers and should then be emailed to recruitment@ksw.org.uk

Please submit any queries regarding the role to the HR team at recruitment@ksw.org.uk

Closing date for applications: 9am Monday 12th October 2026

We reserve the right to interview suitable candidates and appoint to the role before the closing date, therefore early applications are encouraged.

Please visit the vacancies page of the School website www.ksw.org.uk/careers to find out more about the benefits of working at King's and to hear why our staff love being a member of the Foundation community.

