



St Richard's Catholic College

A High Performing Specialist Science School

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Dear Applicant

Thank you for your enquiry concerning the post of Clerk to the Governors at St Richard's Catholic College. I hope you will find the enclosed information informative and that you will decide to apply for the post.

The college roll is at present 1045. The college enjoys an excellent reputation in the community and our numbers for admissions are over-subscribed each year. The Teacher Assessed Grade results (2020-21) were 92% 4-9 grades in English and Maths and 73% 5-9 grades including Maths and English (BASICS measure).

Visitors to the school often comment on our 'strong' family atmosphere, supportive ethos and Christ-centred caring environment. Pupils are positive, respectful and fully engaged in their learning. They enjoy coming to school and each is encouraged to develop to the full. Ours is a 'can do' culture with the belief that everyone can achieve. We are a Specialist Science College with High Performing Specialist School status and we have Leading Edge status, Fairtrade Fair Achiever Award status, Artsmark Gold Award and Space Education Quality Mark. In 2018-19, the SSAT awarded the school exceptional Education Awards at Transforming Level for 'Engagement with Stakeholders', 'Climate for Learning' and 'Leadership through Moral Purpose'. In 2019-20 the SSAT awarded the school two further Exceptional Education Awards at Transforming Level in 'Professional Development' and a 'Variety of Teaching Approaches'. In 2020-21, the school was awarded a further Exceptional Education Award at Transforming Level in 'Wellbeing'. We are ambitious to become one of the best schools in England.

The Governing Body are looking for someone who is reliable, confident, good with people and with an interest in school governance. You will need strong skills in administrative practice and experience of minute taking. You will also need to be confident in the use of Microsoft Word, Excel and email and have access to a computer and the internet.

Responsibilities will include working effectively with the Chair of Governors, Principal and other Governors to secure the continuity of Governing Body business, and advising on procedural and legislative matters to ensure the Governing Body works to the legal framework. An understanding of confidentiality is essential for this role. Tasks include the preparation and circulation of papers; attendance at meetings and minute taking; and maintaining a business calendar, including policy reviews.

The role will be recruited under the Clerking Service Protocol; applicants must either hold a relevant award (BTEC level 3 in Clerk to the Governing Body or equivalent) or be prepared to work towards the East Sussex Clerk to Governors Accreditation Scheme, for which funding and training will be provided.

If you feel you could make a valuable contribution to our school, then I look forward to receiving your completed application form with a supporting letter. The closing date for applications is Tuesday, 28th June 2022, however, we encourage you to apply as soon as possible as we may interview on receipt of applications rather than await the closing date. The names of two referees should be provided.

I look forward to hearing from you.

Yours sincerely

Miss D Cronin
Principal

