



ALDENHAM

SCHOOL

Clerk to Governing Body





A MESSAGE FROM THE HEAD OF FOUNDATION

I am delighted that you are interested in finding out more about this role within the Aldenham Foundation. I am proud to be part of an organisation which has as its core purpose preparing young people to thrive in and give back to the world in which they live.

All of my experience, as a teacher first and then as a Head has led me to believe that a child flourishes and succeeds at school when they

are known and valued as an individual by the adults around them, and when they feel a sense of connection to students older and younger than them; in other words, they should feel part of a community. The education we offer is one in which high academic expectations go hand in hand with a desire to see the whole person grow and flourish in a strong community that is both supportive and appropriately challenging.

I hope that you will want to find out more about working within the Aldenham Foundation, and look forward to meeting you soon.

Mrs Alex Hems - Head of Foundation

THE ALDENHAM FOUNDATION

The Aldenham Foundation has a shared governing body and is led by the Head of Foundation, the Leadership Group, and SLTs of the three individual schools.

Aldenham School educates around 680 boys and girls (11-18 yrs) together with the Aldenham Prep School, which educates around 150 boys and girls (3-11 yrs) on the Aldenham Campus. St Hilda's School, Bushey, educates around 150 (girls only, 4-11 yrs) and Bluebird Nursery boys and girls (2-4 yrs) is based on a separate site around 4 miles away

The 20th Century and the new millennium have seen the developments continue and every challenge met. The size of the School has increased, the facilities have been updated, the academic timetable revised and extended and a wide range of activities added to the curriculum.

ALDENHAM

School Aims and Ethos

Our Aims

At Aldenham we educate young people so that they may flourish personally, in order to succeed academically and thereby contribute positively towards the world of their time. Our core values are expressed in the Aldenham Attributes (see below).

Our Ethos

Our ethos is expressed in the Aldenham Model of Education, at the heart of which lies the development and wellbeing of every child. Our approach is one that creates Autonomy, Belonging, Competence and Purpose, all of which are essential for human thriving. Bringing these together drives the positive cycle of motivation and success, spurring each child on to succeed in ways that may look and feel different for everyone. Three areas of school life, academic, co-curricular and pastoral care interlock, providing our students with opportunities to learn, progress and excel. Drawing on the Foundation's boarding heritage, every student is known and enjoys recognition for their contribution to their community of peers and adults, who care about them as individuals.



OUR ATTRIBUTES

The Aldenham Attributes describe our vision for the personal development of our students. We believe they encompass the characteristics that provide the framework for a successful experience at the School and equip them to meet the challenges of life when they leave us.

- **Aspiration**
- **Courage**
- **Independence**
- **Co-operation**
- **Curiosity**
- **Respect**



BACKGROUND TO

Aldenham School

Aldenham School was founded in 1597 and has remained on the same outstanding site ever since - surrounded by green fields, yet only 12 miles from Marble Arch. Aldenham has enjoyed a period of considerable growth over recent years and still retains a strong boarding ethos. Its reputation as an excellent environment for a high-quality all-round education owes much to its close knit and supportive community. Central to our educational aims is the fulfilment of every child's academic potential, but the building of confidence comes equally from participation in sport, music and drama and by meeting the challenge of living and working together within the disciplined community that is at the heart of Aldenham.

There are eight Houses constituting Aldenham Senior School: two co-ed Junior Houses for Years 7 and 8 which between them contain approximately 180 11-13 year old students, of whom up to 25 can be boarders; 2 senior (13-18) Day Houses, one for boys and the other for girls; a senior Boarding and Day house for girls; and 3 senior Boarding and Day Houses for boys. There are girls throughout the School making up around one third of the total number.

The School offers a wide variety of day and boarding options. The day students' programme operates from 8.30am until 5.30pm and staff are required to be on site throughout the school day. Boarders may either stay throughout the entire week as full boarders or can be flexi boarders. Flexi-boarding is an increasingly popular option. Around 180 students are either full boarders or flexi boarders. Boys and girls can move between these systems according to changes in family circumstances over their career in the School. It is interesting to note that a high proportion of the boarders live within a 20-mile radius.



The most recent full inspections of the School by ISI in November 2012 and December 2017 both produced exceptional outcomes with the highest grade of "excellent" being given in all categories. A full copy of the Inspection Report can be found on the School website.



Teaching loads are generous, with 51 out of 70 periods being the norm over two weeks, but colleagues are also required to contribute fully to the life of the School and to help with games, activities (4 lessons per week) and as tutors in the day and boarding houses. All teachers are also tutors, attached to one of the 8 houses and are responsible for delivering the tutorial programme, writing reports and overseeing the academic and pastoral welfare of their tutees. Drama, Music and the Duke of Edinburgh Scheme all thrive at Aldenham as well as “minor” sports such as sailing, fives and golf. The CCF is an active and well-resourced partnership with a local maintained School. The major boys’ sports are football, hockey and cricket which the School plays at a high level. The major sports for girls are hockey, netball and cricket. The School’s high profile in sport was emphasised by winning the - U15 ESFA Elite Schools Cup, U13 ISFA National Cup, U14, U15 & U18 Hertfordshire County Cup, U12 Plate County in 2023.

All students take a broad, but balanced curriculum up to GCSE of around 10 GCSE/iGCSE subjects in Year 11. The majority go on to the Sixth Form where a linear structure is used to enable most students to take three A-Levels, although some will be offered the chance

to take four. Beyond A-Level, the overwhelming majority go on to universities with a number taking gap years.

In recent years, there has been a major development and refurbishment programme. Most recently this has included the refurbishment of 10 science labs to a state-of-the art standard, and of the day and boarding house accommodation, which has been expanded and improved. The School’s buildings have undergone extensive renovation and refurbishment over recent years. The School’s newest building, The Wells Centre, includes a Sixth Form Centre as well as teaching areas for Psychology and Music. All teaching staff and students have their own Microsoft Surface device for use in and out of lessons. All teaching staff are expected to be accredited as Microsoft Educators within their first year at Aldenham. Significant ongoing investment and development of the ICT facilities allows extensive use of the Microsoft 365 environment for teaching, learning, management and administration. Computing, Dance, Design Technology (Graphics, Resistant Materials and Textiles), Drama, Government and Politics, Media Studies, Music Technology and Psychology all form part of a broad curriculum. A full-sized sports hall is at the centre of the games programme, which makes available an extremely wide variety of sports to boys and girls.

There are a number of regular school visits in the UK and abroad with many field trips, modern language visits to Europe, skiing, sports tours, as well as cultural visits to many parts of the world and expeditions to places far and wide.

Aldenham is traditionally a Christian foundation which now represents students, staff and families of all faiths and none. Students and staff are expected to be present at services once a week in the Chapel where the tenets of all faiths; kindness, tolerance and respect are reflected upon. A very wide range of racial and religious backgrounds are represented and welcomed within the School and a friendly and supportive atmosphere is our aim and our achievement within the school community.

Clerk to Governing Body

Reports to: Bursar

Summary and main purpose:

Working closely with the Chair of Governors, Bursar and other Governors, the Clerk is responsible for facilitating the work of the Governing Body and its various sub-committees. The Clerk will advise the Governing Body on legislative matters and ensure it operates within the Articles of Association.

The key tasks of the role are:

Governance Administration:

- Provide administrative support to the Governing Body and any sub-committees, including convening of meetings, the preparation and circulation of agendas and briefing papers.
- Produce accurate and timely minutes from the main Governing Body and sub-committee meetings, ensuring actions are recorded.
- Attend main Governing Body and sub-committee meetings and advise Governors on procedural matters.
- Work with members of the Foundation's Senior Team and ensure that papers are produced and circulated on schedule.
- Ensure that action points are updated for each meeting.
- Maintain a register of Governors and manage their recruitment, induction and training.
- Agree with the Chair and Bursar the dates for the forthcoming year's meetings.
- Maintain a register of attendance at meetings and ensure all meetings are quorate.
- Act as the routine point of contact with the Charity Commission and Companies House, ensuring that all statutory returns are completed and filed on time.
- Monitor compliance with relevant statutory and charity law requirements and best practise.
- Provide advice to the Chair and Bursar on charitable and company law.
- Maintain the Foundation's Articles of Association and Governance Manual.
- Draft correspondence on behalf of the Governing Body.
- Establishing and servicing Governors' Appeal Panels for hearings associated with disciplinary matters, parental complaints and grievances.
- Ensure that statutory policies are in place, and that a file of policies is maintained and kept in the Foundation along with other documents approved by the Governing Body.
- Maintain records of Governing Body correspondence.

Governance Advice:

- Advise and support the Chair, Chairs of sub-committees and Bursar on governance matters.
- Foster close and supportive working relationships between Governors, Head of Foundation and Bursar.
- Attend and disseminate pertinent information from sector body briefings, primarily AGBIS and the ISBA.
- Have access to appropriate legal advice, support and guidance.
- Take action on the Governing Body's agreed policy to support new governors.
- Work with the sub-committee Chairs to review and update the committee's Terms of Reference and Risk Registers.

Person Specification:

The successful candidate will demonstrate strong team building, communication skills, warmth and empathy. They will have a high level of organisational and interpersonal skills, be committed to maintaining the nurturing and supportive ethos of the Foundation, and be an enthusiastic, caring and positive role model within the Foundation community.

Qualifications and Experience:

- Educated to at least GCSE / 'O' Level standard or equivalent with GCSE / O Level English & Maths at grade C or above.
- Experience of working as a Clerk to Governors in an educational environment would be desirable as would an understanding of the independent school sector.
- Knowledge of education legislation guidance and legal requirements.
- Excellent written and spoken English.
- Strong ICT skills.
- Ability and willingness to work independently, using own initiative.
- Experience of writing agendas and accurate concise minutes.

Personal Qualities:

- First class organisational and administrative skills with the ability to remain calm under pressure and to work to tight deadlines, managing competing priorities.
- Solid analytical and decision-making skills.
- Good time management and problem-solving abilities.
- Outstanding interpersonal communication skills, with the ability to communicate and manage staff at all levels.
- Awareness of data protection legislation.
- Ability to maintain strict confidentiality.
- Enthusiastic and self-motivated to get the job done to the highest standards.
- Willingness to participate in training and development opportunities.
- Have a flexible approach to working hours.
- Personal integrity, honesty, energy and enthusiasm.

The duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the post holder.

BACKGROUND TO

Aldenham School

The Aldenham Attributes of Aspiration; Co-operation; Courage; Curiosity, Independence and Respect are widely valued as encompassing the characteristics that provide our students with a successful experience at School and then equip them to meet the challenges when they leave us. Further details about Aldenham can be found on our website www.aldenham.com.



APPLICATION AND

Recruitment Process

Aldenham School is committed to safeguarding, promoting British values, supporting the welfare of children and young people and the prevention of extremism and radicalisation and expects all staff and volunteers to share this commitment.

We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010. Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Applications will be accepted by completion of an application form via My New Term on the vacancies page of our website www.aldenham.com/other-information/job-opportunities/. CVs alone will not be accepted.

Applicants will be required to undergo child protection screening, including reference checks with past employers and a Disclosure and Barring Service check.

Upon successful completion of the first application stage, we will formally invite you to attend an interview on site. You will then be informed of next steps should you qualify for the next stage.

Applications will be reviewed upon receipt and interviews arranged accordingly; early applications are therefore encouraged. We reserve the right to withdraw the advertisement once a suitable candidate is found.

If you have any questions regarding the recruitment process, please do not hesitate to contact us at vacancies@aldenham.com.



THE Benefits

- Competitive pay.
- Free school meals during term time.
- Sports Centre – Staff have free access to the Sports Facilities at designated times.
- Eye Care – the Foundation contribute towards eye care costs.
- Cycle to work scheme.
- Free on-site parking.
- Investment in Training and Professional Development.
- Flu Vaccinations.
- Employee Assistance Programme.
- Pension – all teaching staff members are currently eligible to join the Teacher Pension.
- Subsidised Health Care Scheme – after a qualifying period.
- Fee remission.
- Surface Pro to assist with teaching.





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SCHOOL

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PART OF THE ALDENHAM FOUNDATION

