



Appointment of
Clerk to the Governors/General Counsel

Permanent, Part-time
Information for Applicants

Letter from the head and the chair

Dear applicant

Thank you very much for your interest in the position of Clerk to the Governors here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself not that long ago! You'll know from the website, most of the key facts. We are an academic, co-educational through-school; (our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18). We are situated in an inspiringly leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially, "12 poor scholars". It is rather wonderful that the original 12, has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. We were 16th in the national league tables for GCSE results this year, for example. I can't pretend that we are not proud of our pupils' results, we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better.

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (You can see lots of evidence of all of this in our latest ISI report, do have a look at the highlights online).

Pretty much all our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do ask all our teaching staff to play an active part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. We are, of course, delighted to answer any additional questions you might have in making your application.

Finally, I do hope you still feel inclined to apply for this position! The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we very much hope that you will enjoy applying for a role here and getting to know us a little bit.

May I wish you the very best of luck.

Yours Faithfully



Mrs Jane Lunnon
The Head



Mrs Laura Malkin
The Chair



About The Role

Thank you for your interest in the role of Clerk to the Governors/Legal Counsel. This person will play a pivotal role in providing administrative support to the school's governing body, ensuring efficient operation and compliance with statutory requirements and in supporting the School Executive and Governors with legal advice and guidance where necessary. This person will be critical in supporting the Head and Governors in the delivery of the School's vision and strategy and in providing the Head, the Executive team and the Governors with an independent, commercial and legal perspective where necessary.

The Clerk to the Governors

The Clerk will report to the Chair of Governors.

- Serve the Governors by advising and supporting the Chair of Governors, Committee Chairs and Governors individually and collectively and carrying out their instructions.
- Advise and assist Governors in complying with charity law and best practice.
- Ensure that Governors are kept informed about the School's business and can make decisions appropriately.
- Identify the business for meetings of Governors and clerk the meetings of the following bodies: the Board of Governors, the Finance Committee, the Education Committee, the Nominations Committee, the Risk and Compliance Committee and the Senior Salary Review Body and take the minutes of those meetings in a manner that is in accordance with corporate protocol and best practice to include:
 - Monitoring the regularity of meetings;
 - Keeping a record of attendance at meetings and record Governor oversight visits to the School;
 - Arranging regular Governor "learning walk" visits to the School;
 - Staying abreast of Governors' regulatory and statutory obligations and managing and ensuring Governor training in these matters. Keeping abreast of AGBIS training around best practice; organizing and recording training for all Governors, as agreed by the Board;
 - Ensuring that all Governors are aware of their statutory and regulatory responsibilities, especially in relation to the safeguarding of all pupils within the School.
- Prepare, review and update governance protocols, including the Terms of Reference for the Boards and committees, and ensuring appropriate reporting structures from the committees to the Board.
- Ensure the efficient functioning of governance, to include:
 - Communicating with Governors between meetings in an appropriate and timely fashion;
 - Maintaining and updating appropriate online portals for the safe and confidential storage of Governing Board information;
 - Preparing and circulating papers for meetings of the Board and their committees;
 - Ensuring appropriate minuting of these meetings and the prompt circulation of these minutes;
 - Overseeing occasional audits of governance, as agreed with the Chairs.
- Work with the Chair and with any committees that might have been established for this purpose, ensuring that an appropriate process exists for succession planning for the Boards, with the maintenance of a skills and diversity matrix; advising the Chair as required.
- Follow instructions from the Chair regarding the Head's appraisal.
- Follow instructions from the Board regarding the appointment of a Head when the need arises and assist with the Head's induction as appropriate.



- Make appropriate arrangements for the establishment of any panels of the Board that may be required, (e.g., to hear appeals, or to deal with complaints, grievances or required removal). This may include, in consultation with the Chair, the identification of appropriate independent members to join these panels.
- Provide appropriate administrative support for the Chair in the performance of her functions.
- Work with relevant staff in the School, including close liaison with the Head's EA, to ensure that the Governors are aware of relevant School events, and, in conjunction with relevant School staff, support the visits that Governors might make to the School.
- Work with the Chair of Governors on the appointment and retirement of Governors. To include appropriate induction, on-boarding and safer recruitment.
- Establish a strong working relationship with the Head which recognizes the Clerk's independence and primary responsibility to Governors, but which ensures that the Clerk is available to the Head for advice.
- Act as a channel of communication between the Governors and the School community.
- Arrange for a register of Governors' interests to be maintained and updated annually.
- Be responsible for submitting Serious Incident Reports and the Annual Return to the Charity Commission.

General Counsel

The General Counsel will report to the Chief Financial Officer and the Head.

- Advise the Head and Senior Executive Group on issues of governance and structure. While having an understanding of, and sympathy for, the entrepreneurial and international nature of the School's trading activities, ensuring due process and proper regard for the School's charitable status.
- Support the Head, the Governors and the Executive in the development and delivery of School strategy.
- Act as the School's General Counsel, providing or procuring legal advice on the diverse range of legal issues that arise from time to time for the School (including safeguarding, data protection, commercial contracts, company law, competition law, disputes and litigation, property matters, immigration and intellectual property law).
- Provide employment law advice to the School (including advising on employment rights and disciplinary and grievance matters and drafting employment contracts and employment policies) and provide guidance for managers handling difficult employment situations.
- Draft commercial contracts for use by the School and its trading subsidiaries (including licensing agreements and hire agreements).
- Provide employment law training to middle and senior managers.
- Advise on issues that arise in relation to regulatory compliance (including ISSRs) and the related guidance from the DfE and the Independent Schools Inspectorate.
- With others, review and update School policies to ensure regulatory compliance, effectiveness, clarity and consistency.
- Advise regarding the legal aspects of issues relating to pupils (e.g. where parents are in dispute with each other).
- Assist the Head in dealing with matters of complaint raised by members of the School's community (parents, alumni, donors and local residents).
- Provide legal advice to Governors on Stage 3 Parent Complaint Panels and do the administrative work in relation to such complaints.



- Assist the Head and Director of External Relations with matters that have or may give rise to adverse media coverage about the School.
- Work with the School's Data Protection Lead, ensuring suitable policies and documentation are in place to comply with data protection law and be responsible for submitting data breach reports to the Information Commissioner's Office.
- Be the School's Anti-Bribery Officer and ensure that suitable policies and documentation are in place (including a Gifts and Hospitality Log).
- Organize and attend meetings of the sector group established by the Clerk (the Independent Schools Law Group).

General Responsibilities

- Be aware of the School's Health & Safety Policy.
- In conjunction with all staff of the School, support, promote and act within the School's policies and practices about Data Protection.
- Promote the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy.

Apart from the duties set out above, be open and responsive to any request to be involved in the affairs of the School and any additional duties, as directed by the Head, the CFO or the Chair, which are within the reasonable capability and responsibility of the Clerk to the Governors/General Counsel.

Our Values (the Alleyn's ROCCK!)

Respect

Opportunity

Curiosity

Courage

Kindness

Person Specification

Candidates will possess previous administrative experience, preferably within the education sector or governance environment, demonstrating exceptional organizational skills and attention to detail. Excellent communication abilities, confidentiality, and a commitment to professional development are essential for success in this role.

We are looking for:

Education	Degree level education and a suitable legal qualification. Additional qualifications in administration or governance would be advantageous.
Experience	Previous experience in a similar administrative role, preferably within the education sector or governance environment. Legal knowledge and experience is key.
ICT	Strong knowledge of administrative ICT - can use e-mail and internet browser, able to use Word, Excel, PowerPoint to an intermediate level.
CPD	Willingness to learn new skills and develop.
Managing Relationships	Ability to assist and work well with colleagues. Excellent customer service skills are especially important.
Oral Communication Skills	Ability to communicate professionally in spoken English.
Written Communication Skills	Excellent written skills. Ability to draft correspondence and reports to a professional standard.
Organisational Skills	Exceptional organisational abilities with the capacity to manage multiple tasks simultaneously and prioritise effectively on a daily basis.
Attention to detail	Meticulous attention to detail, particularly in the accurate recording of minutes and documentation management.
Enthusiasm/Motivation	Enthusiastic and self-motivated, actively seeking to further the School's best interests.
Confidentiality & Discretion	An awareness that the role regularly gives access to information which cannot be shared externally or internally and an understanding of the importance of safeguarding data.
Analytical/Judgement skills	Ability to analyse data and use own judgement to determine the correct course of action.



Working at Alleyn's

Terms and Conditions

The job is available on a part-time basis, to start in August 2024, with five weeks holiday per year, calculated pro-rata for part-time positions, in addition to Bank holidays and a Christmas closure period.

The role can offer increased flexibility during holiday periods for the right candidate.

The successful candidate will be remunerated at a competitive level, reflecting experience and background.

The School offers additional benefits to its staff, including the use of the School swimming pool and gym, subsidised yoga and Pilates classes, a holiday purchase scheme, access to the library, free tickets to School performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan. This plan may involve contributions being made via salary sacrifice based on matching 5% contributions from the employer and employee and is currently run through Legal & General.

The post is permanent following successful completion of a six-month probationary period.

On completion of the required recruitment checks, the post would be available to the successful candidate from August 2024.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development.

In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

The application form can be downloaded from our website, www.alleyns.org.uk/jobs.

Candidates should complete all sections of the form and submit it together with a completed Equal Opportunities Monitoring Form, full CV and covering letter.

Please address your covering letter to the Head, Mrs Jane Lunnon, **explaining in your letter why you are interested in this particular position at Alleyn's and why you think it would suit you at this time in your career.**

All documents should be emailed to jobs@alleyns.org.uk.

Alternatively, they can be posted to:

HR Department, Alleyn's School, Townley Road, London SE22 8SU.

The deadline for applications is midday on Thursday 13 June 2024.

If you have any questions you are very welcome to contact the Recruitment Manager, Karolina Walicka, by email at jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the School. This will consist of interviews with relevant colleagues including the Head and Chair of Governors. There will also be an opportunity to meet with other relevant staff. Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Safeguarding Checks

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.



Alleyne's School, a charitable company limited by guarantee registered in England and Wales with company number 09401357 and registered charity number 1161864. Registered office address: Alleyne's School, Townley Road, Dulwich, London, SE22 8SU
