



GOVERNANCE PROFESSIONAL

# Wilson's School

---

FROM JANUARY, 2025

# An introduction from the Executive Head

## Mr N J Cole



Wilson's is an exceptional place to work. As Head since 2014, and having been part of the school for over 18 years, I have witnessed the unique and supportive community we have cultivated. Our recent recognition as The Sunday Times Secondary School of the Year 2024, alongside an Outstanding judgement from Ofsted, highlights our dedication to excellence and our ethos of valuing every individual.

The staff are our most valuable asset, and morale remains high due to a strong sense of shared purpose. We actively seek input from staff on how the school can continue to improve, fostering a collaborative atmosphere where praise and support are integral. Senior leaders are highly visible and actively participate in the life of the school, sharing duties and teaching alongside colleagues to encourage teamwork and mutual respect.

Founded in 1615, Wilson's has grown into one of the country's leading state-funded boys' schools. We provide an outstanding academic education and first-rate pastoral care, ensuring that all pupils, regardless of background, benefit from the highest standards. Our facilities are excellent, and the school's distinct identity is a source of pride for both staff and pupils. Nearly all of our pupils progress into the sixth form, leaving as well-rounded and engaged young individuals.

For further information on our ethos, curriculum, and Ofsted report, please refer to our website [www.wilsons.school](http://www.wilsons.school).

We welcome your application and are happy to provide any additional information you may require.



# The Role – Governance Professional

Join Wilson's School as our Governance Professional and play a key role in advising and supporting the Trust Board in their strategic oversight of the school. As a member of the broader Operations Team, you will work in a collaborative, dynamic environment that supports the school's mission to deliver exceptional education.

The School's motto is "Not for oneself but for all". All members of staff should embody this in their day-to-day support of education at Wilson's School and through contributions to the wider life and ethos of the school.

The **Key Purpose** of the role is to provide a full clerking service for all Trust Board and committee meetings for Wilson's School and for all Foundation and Trust meetings for the Wilson's Grammar School Foundation and General Charitable Trust.

The role involves working closely with the Trust Board and Foundation & Trust, providing advice on government legislation and procedural matters relating to governance. You will ensure statutory policies are in place and revised regularly, and advise on training requirements and the induction of new members of the Trust Board. You will also provide comprehensive administrative support for all meetings, working closely with the relevant Chair to ensure all materials are circulated both in advance of and after meetings.



# The Person

## Personal Specification - Experience

### Essential

At least 2 years' experience of working in an administrative role

A strong understanding of governance and the governing body's purpose within a school (although this may not necessarily be direct experience)

### Desirable

Experience of working in a governance role

Experience of working in a school context

## Knowledge & Skills

- Ability to communicate effectively and build rapport with others
- Attention to detail and ability to produce accurate work
- Excellent time management and the ability to organise and prioritise work to meet deadlines
- Ability to work at pace when required and to remain calm under pressure
- Ability to adapt to changing circumstances
- Ability to work independently, exercise judgement confidently and take responsibility for tasks, seeking guidance where appropriate
- Ability to work flexibly as part of a team, giving and asking for support as needed
- Ability to listen and understand others' needs and perspectives
- Good knowledge of and confidence in using MS Office (including Outlook, Word, Excel)
- Ability to develop knowledge of and work with other software products, systems and technology
- Strong literacy and numeracy skills
- Knowledge and understanding of safeguarding, child protection and data protection requirements
- Knowledge and understanding of data protection requirements as they relate to working in an administrative role in a school



## Personal Qualities

- Highly effective communicator with trustees, school staff, parents and any external agencies.
- Professional and customer-focused - positive, helpful and friendly with a 'can-do' attitude.
- Collaborative team player who is proactive, motivated and solution-oriented.
- Conscientious, reliable, and responsible, with a strong sense of discretion and confidentiality.
- Empathetic and supportive of colleagues, trustees, and senior leaders.
- Willingness to undertake relevant training
- Self-motivated to identify and address personal development needs.
- Committed to safeguarding, pupil wellbeing, and promoting equality and diversity.



# Employee Benefits

## Hours of Work

12 hours per week, across up to 38 weeks per annum working in the office during the working day. The working weeks each year will include the school's term time weeks. There can be flexibility on the days of work and how the hours are spread across a week which can be discussed with the successful candidate.

In addition to the 12 hours pw in office administrative work you will also be required to attend **Evening Meetings**. It is a requirement of the role that you are available for around 17 evening meetings across the academic year. Meetings start at 5pm or 6pm and typically last 1 to 2 hours (some are online meetings and some require in person attendance). You must have flexibility to provide the governance service for other ad hoc meetings throughout the year as required.

Payment for the standard meetings is included in the part time salary stated below. Additional meetings would be paid at an hourly rate.

## Remuneration

The post is paid in the school's pay range 11-15 (£31,074 to £32,931 FTE), the pro-rated actual salary is the range £9,357 to £9,917.

## Benefits:

- Professional development
- Cycle to work scheme
- Use of onsite fitness suite
- Annual flu immunisation
- Excellent pension
- Free onsite car parking
- Employee assistance programme

# Safeguarding and Child Protection Policy

## Rehabilitation of Offenders Act

Wilson's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As employment with Wilson's School allows access to children and young people this legislation entitles us to ask applicants for employment to disclose ALL cautions and convictions even if they are "spent" (unless they are protected as defined within the rules). Prior to employment we will obtain an Enhanced Disclosure from the Disclosure and Barring Service revealing details of all unprotected convictions and cautions, both unspent and spent, and also any intelligence information which a chief officer of police reasonably believes to be relevant to the application. Any offer of employment will be subject to clearance, satisfactory to Wilson's School, that you are suitable for employment within the category of the post applied for.

## Equality

Wilson's School wants to meet the aims and commitments set out in its equality duty plan when considering applicants for employment. This includes not discriminating under the Equality Act 2010 on the basis of a protected characteristic (sex, race, age, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity). Wilson's School also ensures it has due regard to the need to eliminate discrimination and other conduct that is prohibited by the act; advance equality and opportunity among people who share a prohibited characteristic and people who do not share it and to foster good relationships across all characteristics, between people who share a protected characteristic and people who do not share it.



The Sunday Times  
Secondary School of  
the Year 2024

THE SUNDAY TIMES  
THE SUNDAY TIMES



We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity

# The Application Process



We are looking for outstanding individuals who want to join our team and make a positive contribution bringing their own experiences, knowledge and skills.

We will also require the names and contact details of two referees, at least one of whom is a current employer. If you have ever worked with children we will require a reference from the most recent time this was the case. You must ensure your referees can provide references shortly after you apply for this role.

You should complete the application form, which includes a section for you to set out how your past experience, knowledge, skills and personal qualities demonstrate your suitability for the role.

The **closing date is Monday, 6 January 2025.**

Further details including the full job description and person specification and link to the application form can be found on our website.

Please direct any queries about the post by email to the PA to the Head and Senior Leaders, Mrs H Ware at [HW@wilsonsschool.sutton.sch.uk](mailto:HW@wilsonsschool.sutton.sch.uk)