



# Sheldon School

BE KIND | BE BRAVE | BE THE BEST YOU



## Governance Professional Candidate Pack

# Welcome

from the Headteacher



Dear Prospective Candidate,

Thank you for your interest in the Governance Professional position at Sheldon School. This role offers an exciting opportunity to make a meaningful contribution to the school's governance and to join a friendly, collaborative team committed to high standards and continuous improvement.

Sheldon School is a standalone academy serving approximately 1,550 students, making it one of the largest secondary schools in Wiltshire. We are a co-educational 11–18 school with a thriving sixth form and a strong reputation for positive relationships, comprehensive pastoral support, and a broad, enriching curriculum. Our most recent Ofsted inspection (March 2024) judged the school to be Good in all areas.

The school is set within an attractive parkland campus on the edge of the expanding market town of Chippenham, surrounded by beautiful countryside. There are excellent transport links by road and rail to both Bristol and London. Many staff enjoy living locally, while others commute easily from Swindon, Bath, or Bristol. The school is just five minutes from Junction 17 of the M4. The local area offers a wide range of cultural and leisure opportunities, alongside comparatively affordable housing.

Since taking up the role of Headteacher in 2023, I have been immensely proud of the progress we continue to make at Sheldon. We have established strong foundations for sustained, long-term improvement, particularly in teaching and learning, and in developing a culture rooted in collaboration and high expectations. We are fortunate to have a stable and committed staff body, meaning that permanent, full-time opportunities arise infrequently with only one such vacancy in the past three years.

Sheldon School is an inclusive, forward-thinking, and supportive community. Our students are engaging, friendly, and full of character, and our staff are dedicated professionals who flourish in an environment that values both autonomy and teamwork.

We very much hope you will consider this important role. If you share our values and our commitment to excellence, we would be delighted to receive your application.



**Mr Peter Lynch**  
Headteacher



# Our Vision

A young girl with her hair in small buns, wearing a dark blue school uniform, is looking through a microscope. She is smiling slightly. Other students are visible in the background, also looking at the microscope. The scene is set in a classroom or laboratory.

To provide high-quality education, enrichment and pastoral care that improves the life chances of all students.

- Sheldon school is a family, where high quality relationships are at the heart of everything we do. We ensure that all students feel safe and cared for.
- We aim to ensure that every student can thrive regardless of social background, academic ability or special educational need.
- We recognise that education is more than what happens in the classroom and are rightly proud of the experiences students will receive through our extra-curricular offer, trips and visits.
- We pride ourselves on having the highest expectations of all students and staff.
- We are passionate about working together with parents and our wider community to ensure success for all our pupils.
- We are kind, brave and try our best at all times.

# Our Values

## BE KIND

We are thoughtful and considerate about how we treat ourselves and others. We always have good manners and we show gratitude towards others.

## BE BRAVE

We are confident and resilient learners who contribute in lessons. We don't make excuses and we accept that we make mistakes, but we learn from them.

## BE THE BEST YOU

We give 100% each and every day to be the best we can be. We believe that success comes through hard work.



# About the Role

## Governance Professional

This is a crucial business support role in the school. Business functions are becoming increasingly important in academy trusts, with the services offered becoming more diverse and developing rapidly. It is an exciting opportunity to work in a high-performing school of 1550 students, over 200 staff and a budget in excess of £10 million.

Our new Governance Professional will form part of our dedicated support team, which provides a high-quality service to governors, staff, pupils and parents.

The successful candidate will support the Governing Body in the discharge of their functions in accordance with legislation, and provide advice and guidance on governance, constitutional and procedural matters. The postholder will be essential to the effective functioning of the Full Governing Body and its committees. The person appointed will be the first point of contact for the Governors and will liaise with the Local Authority and other organisations on their behalf.

### We're looking for someone who:

- Is highly organised, with a strong ability to prioritise and manage competing deadlines
- Possesses excellent written and verbal communication skills
- Is confident working under pressure in a fast paced governance environment
- Has exceptional administrative skills with strong attention to detail
- Has proven minute taking experience, producing clear and accurate records
- Demonstrates the ability to quickly understand and apply regulations, policies, and procedural requirements
- Is looking for an opportunity to learn and develop their skills and work with a diverse group of governors and school staff.

### Why join us?

- Be part of a school that places teaching, relationships and the development and wellbeing of its students and staff at its core.
- Make a meaningful impact on the lives of young people through excellent governance.
- Work in a supportive environment where collaboration, care, and professional trust are central to our culture.
- Enjoy practical benefits such as dedicated parking and a cycle-to-work scheme.

# Job Description

## Governance Professional

<b>Postholder:</b>	Governance Professional
<b>Line Manager:</b>	Chief Operating Officer and Chair of Governors
<b>Working Pattern:</b>	12- 15 hours per week, 38 weeks per year.

A flexible approach to working hours is required to accommodate evening meetings, working to an average of 12-15 hours per week on a termly basis. The post-holder will discuss and agree working patterns with the Chief Operating Officer to meet the requirements of the governance calendar.

<b>Grade:</b>	H, scale point 15(FTE is £31537 - £16.3464 per hour). Actual salary between £8,527.06 (12 hours per week) and £10,715.08 (15 hours per week) per annum.
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### Post Purpose

To contribute towards the efficient and effective functioning of the Governing Body, sub-Committees Meetings of the Members Board and AGM by providing:

- administrative and organisational support to the Chair of Governors and committee chairs
- guidance to ensure that governance arrangements work in compliance with the appropriate legal and regulatory framework and that governors and officers understand the potential consequences for non-compliance
- advice on procedural matters relating to the operation of the governance arrangements of the School.

### Main Duties & Responsibilities

The Governance Professional will act as Clerk to the Governors, providing clerking services to the Governing Body, sub-Committees and General Meetings of Members.

#### Meeting Co-ordination and Documentation

- Working with the Chair of Governors, Committee Chairs and Leadership Team members to prepare agendas, make arrangements for meetings, and liaise with those preparing papers to make sure they are available on time.
- Produce, collate and distribute the agenda and papers prior to meetings, indicating for each agenda item if it is for discussion or a decision.
- Make all arrangements for meetings, and take notes at meetings in order to prepare minutes.
- In advance of meetings, proactively communicate with meeting participants with regard to attendance, advising the meeting Chair with regard to anticipated attendance and quoracy. Liaise with the Headteacher's office to ensure rooms are set up correctly and refreshments are available as required.
- Prepare draft minutes, indicating who is responsible for any agreed actions with timescales, for approval by the relevant meeting Chair before circulation within agreed timescales.
- Circulate approved minutes to all meeting participants and other relevant bodies within the timescale agreed.
- Follow up on action points with those responsible, informing the Chair of progress, and maintain a log of actions and progress through to completion.



### **Compliance:**

- Maintain a database of names and details of the members of the Governing Body and Members Group including their terms of office.
- Maintain a database of committee members and Link Governors.
- Maintain, update and circulate the Governor's Handbook.
- Maintain all training records for all Governors and Members and share with the School's HR Lead for the purposes of updating the School's Single Central Register.
- Share all training opportunities with the Governors from the NGA and Right choice.
- Oversee NGA and Right Choice Membership, access and logins for governors.
- Carry out a yearly skills audit and produce an action plan to meet need
- Updating the School's HR Lead of any new Governors and Members to enable all statutory checks are carried out and to enable the Single Central Register to be updated.
- Remind governors and the Chair of the approaching expiry of terms of office so that elections or appointments can be organised. Make arrangements for all elections.
- Maintain governor meeting attendance records, and advise the Governing Body on matters concerning non-attendance of Governors.
- Work with the Chair of the Resources & Audit Committee to ensure that the register of Governing Body pecuniary interests is maintained and reviewed.
- Advise the Governing Body on governance legislation, best practice and procedural issues.
- Maintain up to date governance information on the school website.
- Maintain a register of declarations of interest which is reviewed at least annually, published on the website and is included as an agenda item at each FGB meeting Work with the Chief Operating Officer with regard to the filing of all statutory returns and maintaining records with statutory bodies including DfE, GIAS, and Companies House.
- Coordinate the completion of the Annual Governance Statement.
- Ensure that statutory policies are in place and that records are maintained of policies and other school documents approved by the Governing Body, and of Governing Body correspondence.
- Keep up to date with current educational developments and legislation affecting school governance to provide pro-active support to the Governing Body.

### **Administration:**

- Provide administrative support in the recruitment and appointment of new Governors and Members.
- Distribute mail, e-mail and other documents addressed to the school for governors' attention.
- Support newly appointed governors with an induction pack and other relevant information including the arrangements for courses made available through the appropriate organisations.
- Arrange independent panels to hear admission and other appeals as required.
- Continuously develop professional knowledge and skills through working with the Wiltshire Council Governance Professional network.
- Be empowered to identify service improvements within all areas of their work, in consultation with the governing board, to ensure efficient working practices.



## Associated Duties

This job description is intended as a guide to the general duties required of the post.

### The postholder may be required to:

- Be responsible for promoting and safeguarding the welfare of children and young persons that you might come into contact with during the course of your day-to-day activities around the school site.
- Carry out any other reasonable instructions given by the Chair of Governors, Committee Chair, Headteacher or members of the Leadership Team where appropriate.
- Work with other members of the school business support team on ad-hoc tasks as needed.

### All duties must be carried out complying with:

- The Health & Safety at Work Act
- Act of Parliament, Statutory instruments and regulations, as well as other legal requirements
- Relevant nationally agreed Codes of Practice
- Disability rights Act and SEN Discrimination Act
- The General Data Protection Regulations (GPPR)

## Health and Safety

All employees are required to adhere to all health and safety regulations, guidance and procedures at all times. All employees are responsible for their own health and safety and for that of others who may be affected by their acts, or omissions.

## Data Protection

All employees are expected to conform to Data Protection legislation and only divulge confidential information of any sort, in relation to the School's business, to authorised third parties, in accordance with the current pertaining Data Protection Policy, Freedom of Information Policy and Security of Information Policy, all of which are available on the School's website and will be issued to you in September. All staff are required to read these policies annually and to adhere to them.

# Person Specification

## Governance Professional

	Essential	Desirable
<b>Qualifications and training</b>		
English & Maths to GCSE Grade C or equivalent level	X	
Excellent ICT skills, experience of using Microsoft Office and Databases	X	
Accurate Word Processing skills	X	
<b>Experience</b>		
Minute taking experience	X	
Experience of working with staff at different levels	X	
An awareness and understanding of school/public sector	X	
An understanding of school management issues and the role of the Governing Body	X	
Awareness of statutory duties relating to safeguarding, data protection, finance oversight, and school improvement	X	
Familiarity with the Governance Handbook, Keeping Children Safe in Education, and relevant DfE guidance	X	
Understanding of Ofsted's expectations for governance evidence		X
Awareness of FOI, subject access requests, and statutory policy requirements		X
<b>Skills and Attributes</b>		
Ability to work independently and use own initiative	X	
Ability to keep accurate records and be conversant with up-to-date regulations and procedural information	X	
Ability to prepare and present reports	X	
Excellent planning and organisational skills	X	
Ability to interpret legislation, guidance, and policy and provide clear, impartial advice	X	
Skills in analysing school performance information and supporting governors to understand it	X	
Excellent communication skills, both written and verbal	X	
Diplomacy, neutrality, and the ability to manage challenges constructively	X	
Ability to manage conflicting and changing priorities	X	

Essential Desirable

<b>Skills and Attributes (cont)</b>		
Ability to manage own workload and a self-starter.	X	
Excellent attention to detail	X	
Highly developed inter personal skills	X	
An interest in education		X
<b>Personal Qualities</b>		
Ability to remain calm under pressure	X	
A positive can-do approach	X	
Highly organised and methodical, ability to meet deadlines	X	
Personable, approachable and courteous at all times	X	
Ability to be flexible and have an adaptable attitude to work and role when circumstances demand	X	
Energy, enthusiasm and resilience	X	
A strong awareness of professionalism and the importance of confidentiality	X	
Professional integrity and a commitment to impartiality	X	
Commitment to equality, diversity, and inclusive governance	X	
Curiosity and willingness to stay informed about changes in education policy		X
Flexibility to support evening meetings.	X	
<b>Safeguarding</b>		
Ability to demonstrate and understanding of safeguarding responsibilities	X	
<b>Other</b>		
Have an understanding of and be able to demonstrate a commitment to, Equal Opportunities and Diversity	X	

# How to Apply

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link.

<https://mynewterm.com/school/Sheldon-School/136632>

**Please note:** CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school. Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

## Safeguarding Statement

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

Please note: Any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

In line with KCSIE 2025 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children, then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.



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