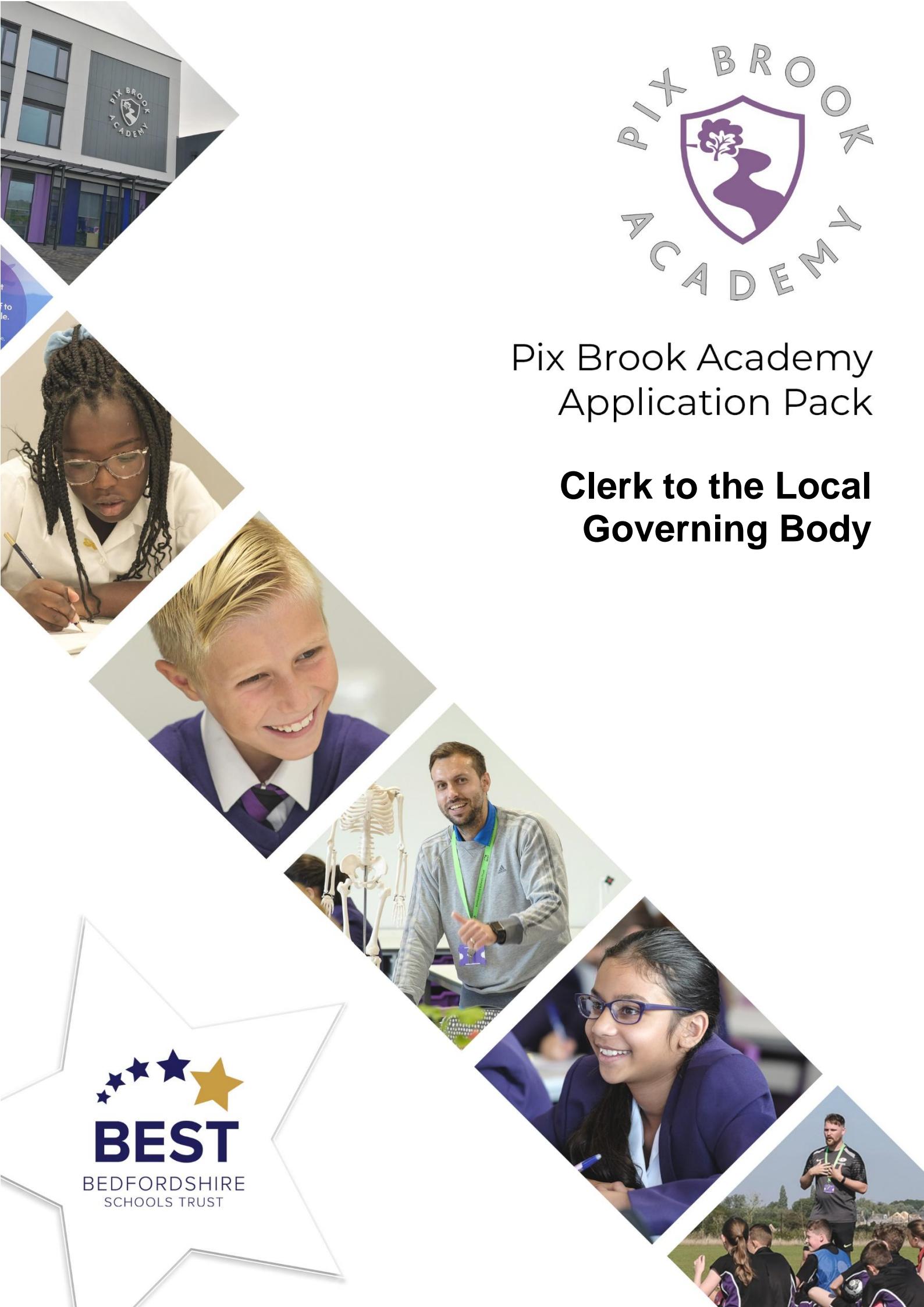




# Pix Brook Academy Application Pack

## Clerk to the Local Governing Body





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# INTRODUCTION

Welcome to Pix Brook Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our Academy, please contact:

**Helen Fordham**

**HR Assistant**

[pixbrook@bestacademies.org.uk](mailto:pixbrook@bestacademies.org.uk)

**Tel: 01462 416243**

**Pix Brook Academy**

Arlesey Road, Stotfold, Bedfordshire SG5 4HB

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# ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values.

We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at [www.bestacademies.org.uk/jobs](http://www.bestacademies.org.uk/jobs)

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



# ABOUT PIX BROOK ACADEMY

Pix Brook Academy is an extended secondary school with approximately 1000 pupils located on the edge of the town of Stotfold.

We opened as a new free school in September 2019, and currently have cohorts from Year 5 up to Year 11. At our core is the moral purpose to educate the socially responsible citizens of the future.

Working at Pix Brook Academy is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school.

We understand the hard work associated with working at a new school. In recognition of this, we are committed to providing all staff with the support and resources to deliver outstanding lessons and develop your career, including:

- Fantastic learning environment in new facilities
- Supportive parents and fantastically well-behaved pupils allowing you to focus on teaching and learning
- Supportive, experienced team with fully planned and resourced SOL for all subjects
- Opportunity to join a growing school and influence the culture and ethos of a new school with associated career progression
- All teachers receive a new laptop
- All classrooms have 21st century technology including Clevertouch interactive screens
- Rural location with extensive parking yet only 35 minutes from London King's Cross



# HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at [www.mynewterm.com](http://www.mynewterm.com) before the closing date.

**Closing date:**      Midnight, 1<sup>st</sup> February 2026

**Interview date:**      TBC

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

**We look forward to receiving your application.**



# JOB DESCRIPTION

## Clerk to the Local Governing Board – role description

(DfE Clerking Competency Framework 2017 referenced)

<b>Job Title</b>	Clerk to the Local Governing Board
<b>Based at</b>	Pix Brook Academy
<b>Salary/Grade Range</b>	£150 per meeting, 5/6 meetings per year. Can claim overtime for additional hours worked as required
<b>Hours</b>	Meetings usually take approximately 2.5 hours, start & finish times can vary, usually 17:00 – 19:30 Wednesday or Thursday.

### Aim

To provide a service that supports effective governance whilst championing BEST's mission, vision and values and in accordance with the Trust's Scheme of Delegation

### Organisation and administration of meetings

- keep the board focused on core strategic priorities and support the chair to ensure that meetings are planned efficiently over the course of the school year
- work with the chair and principal to prepare focused agendas, in line with BEST guidance, to be circulated with the associated papers in a timely manner
- aim for minutes to contain a clear record of debate and decisions, provide evidence of challenge and scrutiny and the board's overall ability and capacity to govern the organisation well
- record the attendance of governors at meetings including any apologies and whether or they have been accepted

### Board membership

- ensure the board is properly constituted
- advise governors in advance of the expiry of a governor's term of office



- give procedural advice concerning parent and staff elections, assisting as required
- support the board to recruit, induct and train individuals with the right set of skills

### **Managing information**

- comply with any requests for information from BEST and ensure guidance produced by BEST is actioned
- keep under review governance information on Get Information About Schools (GIAS)

### **Relationships and development**

- develop and maintain effective working relationships with the chair, the board and school leaders
- contribute to the coordination of board learning and development opportunities including the updating of membership details with the National Governance Association (NGA)
- undertake appropriate and regular training to maintain knowledge and improve practice
- keep abreast of current educational developments and legislation affecting school governance
- participate in regular performance management, led by the chair
- maintain confidentiality at all times



# PERSON SPECIFICATION

## Clerk to the Local Governing Board

Attributes	Essential	Desirable
<b>Education and Qualifications</b>	Educated to GCSE level or equivalent, Good standard of literacy and numeracy	NVQ level 2 in relevant subject
<b>Skills and Experience</b>	Previous experience of secretarial work, including minute taking  Word processing skills  IT skills  Good organisational skills  Good communication skills  Ability to work collaboratively with others	Experience of working in an educational setting  Shorthand skills  Knowledge of law and regulations relevant to Governing Bodies.
<b>Other</b>	Willingness to be flexible  Commitment to equality principles  Ability and willingness to attend evening meetings  Must be fluent in the English language in accordance with the Immigration Act 2016  Appropriate DBS clearance, references and checks (before the post is taken up).	

**We are committed to the safeguarding and promotion of children's welfare and  
offers of employment are subject to DBS clearance**

