

# MURRAY PARK SCHOOL

  
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Good  
Provider



## APPLICANT INFORMATION PACK

**CLERK TO GOVERNORS (HYBRID WORKING)**

**APPLICATION DEADLINE: 29<sup>TH</sup> JUNE AT 9AM**

**INTERVIEW DATE: 3<sup>RD</sup> JULY 2026**

**START DATE: SUBJECT TO SAFEGUARDING  
CHECKS**

*Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check and references.*

**Headteacher:** Mrs N. Caley

**Address:** Murray Road, Micklover, Derby, DE3 9LL

**Telephone:** 01332 515921

**Web:** [www.murraypark.derby.sch.uk](http://www.murraypark.derby.sch.uk)

**Email:** [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk)



# OUR HEADTEACHER

I am delighted to introduce you to our wonderful school. Since my arrival in 2018, I have sought to create a thriving working environment which enables our wonderful students to succeed in all aspects of life at Murray Park and beyond. It was great for this to be recognised by Ofsted in September 2022 when we achieved our Good judgement.

We pride ourselves on giving teachers the conditions in which to teach without distraction and ensure that all staff are supported quickly with any concerns both in and outside the classroom.

We are fully committed to offering a top-class education - which keeps abreast of national and international trends. We welcome applications from high-quality candidates who are looking to make a real difference to our students' lives.

We support all new staff with a supportive induction package. ECTs follow a comprehensive induction

programme as well as our in-house training. We endeavour to ensure your skills are developed so you can perform at your optimum.

Please take your time to consider the information in this pack and do not hesitate to make contact with us should you require any further information.

I wish you the best of luck with your application to our school.



MRS N. CALEY

## SENIOR LEADERSHIP TEAM



Nicola Caley - Headteacher

Rebecca Somes - Deputy Headteacher

George Hagen - Deputy Headteacher

Theresa Lucas - Assistant Headteacher

Nick Lynn - Assistant Headteacher

Leanne Dodd - Assistant Headteacher

Joseph Hyndman - Assistant Headteacher

*"Being a teacher at Murray Park is a privilege, providing me with the opportunity to be part of a community with shared values..."*

Flavia Kupferberg - Teacher of English



# AMBITION STATEMENT

At Murray Park School, our curriculum vision is to provide an ambitious and inspirational education for all of our pupils. Our strong set of values: Perseverance; Respect; Independence; Dreams and Excellence (PRIDE) underpins our ethos. Through our curriculum, our pupils develop the confidence to embrace the responsibilities that life has to offer and to become valued members of the local community, both now and in the future.

In all lessons the pupils are challenged and engaged in an education that prepares them for their futures. Our Learning Motto, OASIS, enables all of our pupils to develop life skills, such as, creativity, empathy and collaboration, resulting in resilient individuals with high aspirations.



We are passionate about our pupils' personal development and put this at the heart of everything we do. We provide cultural capital experiences to our students through the Murray Park Chatter for Success, where students are supported and encouraged to try new activities and experiences such as visiting the theatre, volunteering, learning to

play a musical instrument as well as much more. As well as this, we produce an annual trip schedule which includes a number to international destinations, including outside of Europe. These are fully funded for students, where required.



Our health and wellbeing provision ensures that our pupils lead healthy and fulfilling lives and that every pupil has the knowledge and confidence to take care of their own physical and mental wellbeing.

As a result of our outstanding careers programme, all of our pupils are prepared for the next stage of their education, training and employment through our extensive network of business partners and dedicated careers' centre. Our wide range of extra-curricular activities include residential opportunities and international travel. These opportunities enrich the formal curriculum and deepen the pupils' knowledge and skills.

*"The quality of provision and pastoral care for our students has an exceptional impact on their lives."*

Emma Challand - Head of Year



# SCHOOL INFORMATION

Murray Park is a dynamic and forward-looking 11-16 mixed comprehensive school on the western fringes of the city of Derby. It is a Foundation Status school but has a close working relationship with the local authority.

We cater for approximately 1200 students, situated on a spacious site surrounded by greenery. We serve students from the Derby City area, within reach of the Derbyshire countryside and our cohort sizes are growing each year.

Our students reflect the full academic ability range and there is a breadth to the socio-economic status of our families.



## APPLICATION PROCESS

Informal visits to the school are available but not essential. You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application.

Your letter of application should make reference to the job description and in particular how you meet the person specification. At least one of your references should be a current employer and you should indicate if you are happy for us to contact each reference.

Please provide an email address for your referees.

Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check and references.

Please apply online via My New Term.

<https://mynewterm.com/jobs/112991/EDV-2026-MPCS-55042>

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If you have any queries, please don't hesitate to contact us via [hr@murraypark.derby.sch.uk](mailto:hr@murraypark.derby.sch.uk).



*“Murray Park is a fantastic school to work for, I've felt extremely welcome and supported by the school, first as a trainee and then as a new starter.”*

**James Murton - Teacher of English**



Our School was inspected in September 2022 and gained a Good judgment from Ofsted. Here are just a few quotes from their highly positive report. To access our full report please use our website link:

[Ofsted Reports | Murray Park](#)

Quality of Education	<p>“Leaders have designed an ambitious curriculum that allows pupils to learn a broad range of knowledge.”</p> <p>“Leaders have planned assessments to check pupils' understanding.”</p>
Behaviour and Attitudes	<p>“Pupils are happy and safe at Murray Park. They know teachers care about them.”</p> <p>“Leaders have ensured that classrooms are places where pupils can learn.”</p>
Personal Development	<p>“The 'Charter for Success' encourages pupils to engage in activities such as theatre trips and cookery.”</p> <p>“Leaders ensure that all pupils have opportunities to gain different cultural experiences.”</p>
Leadership and Management	<p>“Leaders have prioritised reading.”</p> <p>“Leaders have created a culture of safeguarding.”</p>

## SAFEGUARDING INFORMATION

Murray Park School shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.

This post is Exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and is subject to an enhanced DBS Disclosure check.

### Recruitment Information

The application form must be completed in line with our Important Recruitment Information section on the school website. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

- Child Protection and Safeguarding Policy
- Recruitment of Ex Offenders
- The Equality and Diversity Form
- GDPR Privacy Notice

### Recruitment Policy

These documents can be found using following the link:

<https://www.murraypark.derby.sch.uk/key-information/vacancies/>

*“Since starting at Murray Park there has been no time for nerves, just excitement. I am delighted to continue my journey here, whilst inspiring others on my way”*

**Charlotte Bunting - Teacher of Science**

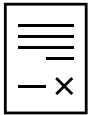


# STAFF WELL-BEING

Murray Park considers the well-being of staff to be important. When we make strategic or operational decisions, we always consider the well-being and workload of staff. See below for some of the ways we support staff wellbeing and workload for all our team:



Opportunity for flexible working for all staff



A robust and centralised behaviour system, including an internal Alternative Provision.



A designated, trained, mental health leader.



A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems.



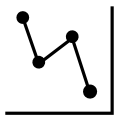
Paid lunch duties, including a free meal.



CPD for all staff, in all roles, including whole-school and opportunities for any bespoke courses.



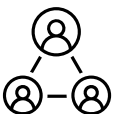
Latest technology, including new laptops for teachers.



A measured approach to data management, including meeting free weeks during data points.



An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy.



Staff social and sports events.



# JOB ADVERT

## Clerk to Governors - Hybrid Role

The Clerk to Governors post is designed to provide advice to the Governing Body on governance, constitutional and procedural matters.

**Salary:** NJC 12-14 -Actual salary £4,673-£4,827 per annum (£14.59-£15.31) per hour

**Responsible to:** Chair of Governors

**Contract:** Part-time, permanent. The hours are based on 7 hours per week (273 hours per year)

**Location:** A flexible approach to working hours is essential as per the needs of the business. The role is a hybrid role with a combination of working from home and in school. Governor meetings are a mixture of in school and on-line. Access to the internet and ability to attend virtual meetings are a requirement. A laptop will be provided by school.

**Framework:** To work within the framework of the NJC pay and conditions, current legislation and the policies of the school.

The Clerk to Governors role includes responsibility for the organisation and acting as first point of contact for the Governing Body, and as such the post-holder will be expected to:

- Provide advice to the Governing Body on governance legislation and procedural matters, where necessary before, during and after meetings.
- Act as first point of contact for the Governing Body.
- To have access to appropriate legal advice, support and guidance (provide by school external support).
- Effective administration of meetings including preparing focused agendas, preparing and distributing papers, recording attendance at meeting, drafting minutes and following up any action points.
- To advise Governors and appointing bodies of Governor membership and terms of office.
- Manage information for the Governing Body and ensure sufficient record keeping.
- To support the Governing Body in any statutory appeals / reviews / complaints panels.

### Staff at Murray Park School benefit from:

- Flexible working for all staff.
- A Senior Leadership Team who prioritise staff well-being and consider this when launching any new systems or pedagogical approaches.
- A robust and centralised behaviour system, including an internal Alternative Provision, to ensure learning in our classrooms is disruption free.
- A whole-school CPD package which includes the sharing of recent research and best-practice.

### How to Apply

An application pack can be found by following

<https://mynewterm.com/jobs/112991/EDV-2026-MPCS-55042>

# ROLES AND RESPONSIBILITIES

## Duties as a Clerk to Governors:

### Provide advice to the Governing Body

- Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings.
- Act as the first point of contact for governors with queries on procedural matters.
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Governing Body.
- Inform the Governing Body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.
- Offer advice on best practice in governance, including on committee structures and self-evaluation.
- Ensure that statutory policies are in place, and are revised, when necessary, with the assistance of staff.
- Advise on the annual calendar of governing body meetings and tasks.
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice.
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a Committee.
- Arranging refreshments for meetings

### Effective administration of meetings

- With the Chair and Headteacher, prepare a focused agenda for the Governing Body Meeting and Committee Meeting.
- Liaise with those preparing papers to make sure they are available on time and distribute the agenda and papers as required by legislation or other regulations.
- Ensure meetings are quorate.
- Record the attendance of governors at meetings (and any apologies - whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting.
- Draft minutes of Governing Body Meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the Governing Body), the Headteacher.
- Circulate the reviewed draft to all governors (members of the committee), the Headteacher (if not a governor) and other relevant body, such as the local authority/diocese/foundation/trust as agreed by the governing body and within the timescale agreed with the Governing Body.
- Follow-up any agreed action points with those responsible and inform the chair of progress

### Membership

- Advise Governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner.
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections.
- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school.
- Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so.
- Maintain a record of training undertaken by members of the governing body.
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance.

Advise the governing body on succession planning (of all roles, not just the chair)

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# ROLES AND RESPONSIBILITIES

## Duties as a Clerk to Governors:

### Manage Information

- Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body and any relevant authorities of any changes to its membership. All personal information to be secured as per GDPR rules (previously Data Protection).
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND.
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
- Maintain records of Governing Body correspondence.
- Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example, on the website

### Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice.
- Keep up-to-date with current educational developments and legislation affecting school governance.
- Participate in regular performance management

### Additional Services

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal / review / complaint committees / panels the Governing Body is required to convene.
- Assist with the elections of parent and staff governors.
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role.
- Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents.
- Maintain archive materials.
- Prepare briefing papers for the Governing Body, as necessary.
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies.
- Perform such other tasks as may be determined by the Governing Body from time-to-time.

*‘Ever since I started at Murray Park I have felt supported by all staff and welcome by everyone here, including the students. I am proud to work at Murray Park...’*

**Elise West - Teacher of Maths**



# PERSON SPECIFICATION

Qualifications & Training	Essential	Desirable
<ul style="list-style-type: none"> <li>• Good Numeracy, Literacy and ICT Skills</li> <li>• Demonstrate a willingness to attend appropriate training and development.</li> <li>• Have already attended or make a commitment to attend the National Training Programme for Clerks, or its equivalent.</li> <li>• Relevant Qualification</li> </ul>	<p style="text-align: center;">X X</p>	<p style="text-align: center;">X X</p>
Knowledge		
<ul style="list-style-type: none"> <li>• Advance knowledge of Microsoft excel</li> <li>• Previous experience of data management within education</li> <li>• Producing accurate data for reporting &amp; assessment</li> <li>• Analysis of data and effective data management strategies</li> <li>• Awareness of relevant policies / codes of practice and awareness of relevant legislation</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> </ul>	<p style="text-align: center;">X  X X  X</p>	<p style="text-align: center;">X    X</p>
Skills		
<ul style="list-style-type: none"> <li>• To use own initiative.</li> <li>• The ability to work under pressure</li> <li>• A keen interest in learning new technologies for use within the school</li> <li>• Ability to relate well to children and to adults</li> <li>• Excellent communication and interpersonal skills</li> <li>• Good organisation skills</li> <li>• Ability to prioritise effectively</li> <li>• Ability to work to tight deadlines</li> </ul>	<p style="text-align: center;">X X  X X X X X</p>	<p style="text-align: center;">X</p>
Personal Qualities		
<ul style="list-style-type: none"> <li>• A positive outlook, well-motivated, enthusiastic &amp; energetic</li> <li>• Commitment to continual improvement</li> <li>• The desire to succeed</li> <li>• Good attendance and punctuality record</li> <li>• Professional appearance and manner</li> </ul>	<p style="text-align: center;">X  X X X</p>	

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***“No school day is ever the same. I love helping students achieve their best, in a positive environment working with staff and students who embrace challenges.”***  
**Lisa Clarke - Lead Cover Supervisor**





# MURRAY PARK SCHOOL

OUR MISSION: SUPPORTING STUDENTS IN GAINING A POSITIVE OUTLOOK,  
SHAPING THEIR FUTURES AND REACHING THEIR FULL POTENTIAL.

“PROUD TO BE HERE”



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