

**St George's School  
Harpenden**

**Candidate Information Pack**

**Clerk to the Governing Body and  
Foundation Company Boards**



**Outstanding** in all areas - *Ofsted (March 2025)*

**Outstanding** in boarding provision - *Ofsted (September 2023)*



# The Opportunity



An excellent opportunity has arisen for a highly efficient, self-motivated and organised Clerk to support both our Governing Board and Foundation Directors Board.

This is a pivotal role, which goes beyond straightforward administration. You will ensure both Boards operate with confidence and maintain compliance with varied legal and regulatory frameworks. The role is essential in helping both the Governing Board and the Foundation Company navigate their various obligations in supporting St George's School Academy Trust.

As our Clerk, you will be a key driver of our governance structure. You will be capable of managing a diverse range of responsibilities, from preparing clear focused agendas and recording accurate minutes, to maintaining meticulous records of board memberships and training. You will act as a guide to the Chairs of both boards, providing clarity on legal obligations, constitutional and procedural matters. Our Clerk is the 'bridge' between the two Boards.

This is the perfect opportunity for someone seeking a flexible, hybrid role with a high degree of autonomy.



# The Governing Board and the Foundation Company



**The Foundation Company:** legally known as St. George's School (Harpenden) Ltd, is a charitable company that serves as the guardian of the school's identity and assets.

It is responsible for ensuring the Academy maintains its core ethos and character. To help ensure this, the Foundation Directors appoint the Foundation Governors, who must constitute a majority on the Governing Board.

The Directors are specifically accountable for ensuring compliance with Company Law and Charity Law.

It owns the school buildings and most of the land they occupy, with the exception of the school playing fields. Assists with funding for building projects proposed by the Governing Board and Academy.

**The Governing Board:** consists of Foundation Governors, Parent Governors, the Headteacher and member-appointed governors. All Governors serve simultaneously as Academy Directors and Academy Trustees.

The Governing Board is the central body responsible for the oversight of the Academy Trust (St George's School).

It is responsible for the governance of education and boarding provision through various committees.



# About St George's School



Founded in 1907 by Revd Cecil Grant, St George's is a school that is both grounded in faith and forward-looking in its approach to education. As one of the first co-educational schools in the country, St George's has a tradition of making bold choices, and has always been guided by its values of Aiming Higher and encouraging service beyond self. We believe that every student has the potential to achieve greatness, and we are dedicated to providing an environment that challenges and supports them in equal measure.

In March 2025, we were judged Outstanding by Ofsted in all areas: the quality of education; behaviour and attitudes; personal development; leadership and management; and sixth-form provision. Our teaching aims to inspire a love of learning and to equip students with the knowledge and skills they need to succeed in an ever-changing world. Alongside our rigorous curriculum, we offer a wide range of extracurricular activities, from the academic and artistic, to the spiritual and sporting, ensuring that every student has the opportunity to explore their interests and develop their passions.



# About St George's School



St George's is also proud to offer full boarding facilities as a part of our school community. Our boarders find they develop a growing sense of responsibility and confidence during their time at school, making life-long friends and lasting memories. As well as boarding, our House system is a core part of our identity, being both a sanctuary and springboard. We are proud to be a school where every individual is valued and where students are encouraged to support one another in all aspects of school life.

Our students and staff are loyal, proud and purposeful. We challenge ourselves and each other to be the best we can be. Having recently determined our strategy for 2025-2030, the school leadership has a roadmap for our next five years, taking the best of our history and heritage, and combining it with ambition for a dynamic future. This plan prioritises providing a school where all pupils achieve both academically and beyond the classroom. Where we are connected to our local community. Where staff are nurtured, inspired and developed. Where the environment is cared for and appreciated. All of this is guided by the faith on which we were founded.



# About the Role



**Contract:** Permanent, part-time (10 hours per week, Term Time plus 1 week).  
Plus additional meeting time allowance (hourly rate claim)

**Grade:** H6

**Salary:** FTE £29,540 to £32,061 per annum  
(*pro rata amount: approximately £6,828 to £7,408 per annum, plus fringe allowance*)

**Hours:** 10 hours per week

**Work Location:** Hybrid

**Start Date:** June 2026 - subject to satisfactory pre-employment checks

For further details, please refer to:

- Working at St George's School
- Job Description and Person Specification

