



ROEDEAN

# Join the Roedean Team

Clerk to Council  
(with opportunity for Data  
Protection Officer)

Girls First: Empowered, Encouraged, Engaged

<p><b>ON SITE FARM</b></p>	<p><b>FOUNDED 1885</b></p>	<p><b>50% BOARDING</b></p>
<p><b>4 OFFERS FOR OXBRIDGE</b></p>		<p><b>BEST EVER GCSE &amp; A LEVEL GRADES IN THE LAST 2 YEARS</b></p>
<p><b>ACADEMIC MENTORING PROJECTS</b></p>	<p><b>45 ACRES</b></p>	
<p><b>FLOOD-LIT ALL-WEATHER PITCH ON SITE</b></p>	<p><b>125 CO-CURRICULAR ACTIVITIES</b></p>	<p><b>355 -SEAT THEATRE</b></p>
	<p><b>£11m BOARDING REFURBISHMENT</b></p>	
<p><b>GIRLS FROM OVER 35 COUNTRIES</b></p>	<p><b>ON THE CLIFFS OVERLOOKING THE ENGLISH CHANNEL</b></p>	<p><b>525 STUDENTS ON ROLL</b></p>
<p><b>ISI (NOVEMBER 2021) EXCELLENT IN ALL AREAS</b></p>		

# Welcome to Roedean



Roedean is an extraordinary school on an extraordinary site – the girls play cricket and hockey with the sea’s blue in front of them and the green of the South Downs behind them, the Maths and Humanities classrooms have perhaps the best views of any in the country, and which other boarding houses have been likened to a boutique hotel? But it is not just the location, but the strong academic focus with a genuine belief in the importance of creativity and an all-round education that makes Roedean unique.

This is an exciting time for Roedean which is marking the 140th anniversary of the foundation of the School, although it moved to its current site in 1898. Ever since its foundation, Roedean has been renowned for providing girls with an exceptional holistic education, and this certainly remains the case today: the girls excel in many fields, achieving excellent academic results, while also playing music beyond diploma level, debating in the Oxford Union finals, playing Netball in Sri Lanka, and throwing themselves into partnership work in the community and beyond. Students achieve Advanced 1 in Ballet, design and race their F24 electric car, exceptional artists can finish A Level Art in a year and then complete a certificated foundation year before applying for direct-

entry Art degrees, and a team of 6 students successfully swam across the Channel to France in June 2022, after which a student in Year 12 made the crossing solo in July 2025.

The School numbers around 525 students, and about half of that number are day girls, joined by boarders from over 35 countries.

Roedean is clearly thriving and, in addition to the evident success in the Arts and particularly STEM subjects, as well as in many areas of school life beyond the curriculum, it is wonderful that the findings of our last three ISI Inspection reports in 2016, 2021, and 2025 all highlighted the excellence in Roedean provision and outcomes for students. Despite current pressures, it is clear that the School is in fine fettle, and where it will be in the coming years is an exciting prospect.

Roedean really is a great place to work – we hope that you would like to join us.

**Niamh Green**  
**Head**

# The Role

Reporting to the Head and the Chair of Council, the Clerk to the Council(/Data Protection Officer) will provide advice to the Chair and Council to ensure that governance is carried out in accordance with the School's Royal Charter, advise support and carry out the instructions of the Chair and committee Chairs and ensure statutory and reporting requirements are met, as outlined below. If also applying for the role of Data Protection Officer, the post holder will provide support, advice and assurance of compliance across all areas of data protection and GDPR and be the first point of contact on all data protection matters.

## Main Duties

### **Council meetings and proceedings**

- Develop and service a programme of meetings for the Council, its Committees (and any working groups).
- Liaise with the Chair and Vice-Chair, and/or Committee Chairs to agree an agenda and required papers well in advance of meetings (typically 3 weeks prior to a meeting).
- Ensure authors of papers are agreed, notified of deadlines and that draft papers are circulated to the Chair of the meeting (Target: two weeks prior to a meeting in normal circumstances). Note: the Clerk being the author of papers should be minimised as far as possible.
- Collate information and advice that may be required by a report's author(s), for example current or previous legal advice on the matter.
- Ensure concise, accurate papers are delivered well in advance of meetings (7 days minimum in normal circumstances), and the right to refuse any papers delivered after this date.
- Attend all Council and Committee meetings, or ensure appropriate systems are in place to record attendance at Council Meetings, note-taking and approving minutes for signature.
- Maintain and update terms of reference for committees (and working groups) and ensure that Council and all committees are properly constituted, meetings are quorate and held in line with their terms of reference, and decisions properly made.
- Develop and maintain systems to review and improve the effectiveness of Council business in conjunction with the Chair of Council and Governance Committee.

### **Legislative updates and training**

- Advise and assist Council in complying with charity law and best practice.
- Ensure Council members are aware of their statutory and regulatory responsibilities, especially in connection with safeguarding of pupils at the School.
- Maintain a good working knowledge of all applicable legislation, regulation or guidance and ensure systems are in place to communicate key changes to Council.
- Ensure that Council Members, the Head and Senior Team have access to appropriate advice on charity and company law, and Royal Charter governance matters, so as to ensure trustees and the School fulfils its statutory obligations.

- Respond to queries on statutory and procedural matters, including from Members of Council and Governors.
- Conduct all recruitment and safeguarding checks for all new Council Members, on behalf of the Chair of Council (liaising with HR re DBS checks and SCR).
- Facilitate induction and training for Council Members and maintain records of conflicts, training, development and associated documentation.

### **Council Membership and Relationships**

- Be responsible for maintaining accurate records of Council membership and their terms of office and include these as regular reports to Council and its Governance Committee.
- Ensure for all new Council Members, on behalf of the Chair of Council, formal identity checks, right to work in UK checks, DBS disclosure check or equivalent and completion of all declarations of responsibilities, or similar.
- Ensure that the register of Council Members is updated for any new members or retirements, and inform the Charity Commission as necessary / required.
- Maintain a record of (sub-)Committee and or working group membership and the skills matrix of the Council, notifying vacancies and making arrangements for elections and appointments and ensuring the appropriate Council, Committee or Governor approvals.
- Advise the Board on skills gaps and developing strategies for recruiting and retaining suitably qualified and skilled Members.
- Make arrangements for the establishment of any panels of the Council (and/or independent members to constitute a panel), where these may be required to hear appeals or to deal with complaints or grievances.
- Ensure appropriate communications systems are in place in relation to the School's Governance, including via regular updates to Council and by maintaining and updating the Council portal and ensuring that the contents of the Council/Governors page on the website are up to date. Note: the role of updating the website is the responsibility of the Director of Marketing and Admissions.

### **Statutory documentation and reporting**

- Ensure that statutory annual returns, accounts and other filings are sent to the Charity Commission, Companies House and Department for Education and advise Council on ensuring that the School's responsibilities to the Charity Commission and other statutory bodies are met.
- Ensure that procedures for Serious Incident Reporting are in place and that reports are made to the Charity Commission where required, acting on legal advice and in conjunction with Council.
- Develop a plan for the production and delivery of the annual trustees' report and accounts, and RSEL Report and Accounts, liaising with trustees and colleagues to ensure coordination, preparation, publication, distribution and presentation of these reports as appropriate.
- Develop and maintain appropriate systems for updating, reviewing and approving the School's risk register and list of policies via Committees and Full Council, liaising with the appropriate Senior Team member and meeting Chair.
- Oversee occasional audits of governance (either internal or external) and track their implementation via the appropriate committee.

## MAIN DUTIES

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- Ensure that the Council code of conduct and appointment documentation are regularly reviewed and properly procured, with appropriate approval processes in place to ensure best practice and value.
- Ensure that the Governance section of the School website is appropriately maintained and updated by the Director of Marketing and Admissions.

### **Royal Charter and Governor related matters**

- Ensure the Royal Charter, the School's governing document, is adhered to at all times in relation to meetings and decisions, provide advice on this document to Council and commission reviews and updates where required, for approval by Governors.
- As Company Secretary, report to the Chair of Council, Governance Committee and President of the Corporation on Governor related matters and oversee arrangements for the Annual General Meeting, and any other General Meetings during the year.
- Co-ordinate elections to Council by the Governors including via the provision of candidate profiles, and appropriate voting procedures in person and by proxy.
- Ensure systems are in place to provide regular updates and communication to and from Governors, working with the appropriate colleagues internally and on Council to deliver effective two-way communications (for example via meetings, consultation or working groups and written/email communications).
- Ensure that systems are in place to manage, log and respond to Governors' enquiries, including via the Clerk@roedean.co.uk and Governors@roedean.co.uk email address inbox and liaise with relevant stakeholders as required.
- Work with colleagues to ensure that an accurate register of Governors is maintained and updated for any new members or retirements, and strictly comply with data protection regulations surrounding this data.
- Work closely with the Alumnae Relations and Development Department.

### **Roedean School Enterprises Limited (RSEL)**

- Provide (or commission) company secretarial services for RSEL, the School's trading company.
- Organise the Annual General Meeting, and any other General Meetings during the year, ensuring the timely delivery of the agenda and all associated papers, and preparation of minutes for circulation.

### **General/Other**

- Establish a strong working relationship with the Head, recognising the Clerk's independence and primary responsibility to Council, whilst ensuring the Clerk is available to the Head for advice.
- Ensure that appropriate administrative support services are in place at all times to support effective governance, including executive administrative support for the Chair and Vice-Chair of Council and Committee Chairs, where required and agreed.
- Oversee the budget for Governance and administration and ensure that appropriate controls are in place around expenditure and the reimbursement of trustee expenses.
- Support the processes for the appraisal of the Head and the DFA roles on the instructions of the Chair, including via the provision of benchmarking salary data.

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**There is also the opportunity for the postholder to also be the Data Protection Officer (main duties below)**

### **GDPR, data protection and privacy**

- First port of call on all data protection matters: expert knowledge of law and practice
- Independence on data protection matters – report any conflict of interest
- Support, advice and compliance on data protection and GDPR
- Compliance, including with UK / EU GDPR requirements: unannounced audits of all departments
- Maintain inspection-ready systems and those which reduce the risk of data breaches
- Isolate procedures that involve data transfer outside of the UK and Data Requests, and signpost those that address subjects' rights
- Foster culture of shared responsibility for data protection
- Maintain data breach register and report on this
- Review and advise on new services contracts re: transfer of data
- Advise on Data Protection Impact Assessments for new projects.
- Review and updates of policies including: Privacy Policy, Data Breach Policy, Data Retention Policy and Right to Erasure Policy. Input on ICT and Data Protection Policy, Security Policy and Camera Use Policy.
- Contact for Information Commissioner's Office, report and respond on all related matters.
- Work with VWV and Director of Operations on subject access requests
- Annual review of retention toolkit, process and governance, Data Mapping, Data Protection Impact Assessments and Data Transfer Impact Assessments.
- Own and manage the SAR process, coordinating comprehensive data searches.
- Oversee the review and redaction of information for SARs and prepare and issue compliant responses.
- Provide SAR training for staff.

The School does not have a licence to sponsor migrants under the worker or temporary worker routes. individuals who wish to work at the School will therefore need to hold or establish immigration status that allows them to work in the UK. The School is legally required to check that all successful applicants hold the right to work in the UK before work can commence.

# Person Specification

## Qualifications

- Educated to degree level

either:

- Company Secretary or Corporate Secretariat professional qualification or good experience

or:

- Legal professional qualification or good experience

## Experience and Knowledge

- A proven record in delivering targets
- A proven track record of supporting boards with non-executive members and committees
- Experience of minute-taking and ability to compile accurate, well-written and concise documents and letters
- Experience of change management to meet the demands of a highly competitive business
- Experience of working in the educational and charity sector, especially at a senior level
- Understanding of the educational sector, charity law and public benefit

## Skills and Abilities

- Highly motivated, energetic and personable individual
- IT literate with a good standard in Microsoft Excel and Word, databases and email
- Sound decision maker and analyst of complex data
- Ability to provide clear and impartial advice, and connect with staff, senior management and Board members
- Proficient in committee/board level meetings and support
- Ability to assess and interpret the latest changes in statutory legislation, and communicate in an effective manner and recommend actions to ensure compliance.
- Excellent written, presentation and communications skills
- Strong organisational skills including managing a varied long-term workload
- Understanding of, and belief in, the aims and ethos of independent education
- A good employment record with sound references and an impeccable career background

## If Data Protection Officer

- Strong understanding of data protection law and regulatory requirements (training for this role can be provided)
- Expertise in national and European data protection law, including an in-depth knowledge of the GDPR
- Knowledge of data processing operations and security requirements
- Ability to remain impartial and report on all non-compliances
- Maintain confidentiality at all times
- Ability to deliver good quality training and support
- Strong and confident communication skills

# The Package

**Salary:** Depending on qualifications and experience

**Hours:** Full time, full year (part-time and/or term time plus would be considered)

**Holidays:** 22 days per annum (pro rata for part time) rising to 27 days (pro rata for part time) after 5 years' service. It is expected that all leave will be taken during school holiday periods.

### Other Benefits include:

- **Pension** – Contributory pension scheme
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40% - pro rata for part time staff)
- **Death in service benefit**
- **Dining and refreshment facilities** throughout the school day whilst on duty
- **Sports and Leisure** – use of the swimming pool, fitness suite and tennis courts (subject to availability). Weekly yoga classes are available after work
- **Wellbeing** – Staff have access to a confidential advice and telephone support service. Regular staff social events
- **'Cycle to Work' scheme**
- **Free parking on site**

## Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

Roedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Roedean is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Roedean. At Roedean School we are committed to building a diverse and inclusive workplace, so we encourage you to apply even if your past experience does not align perfectly with every qualification or experience in the information provided.

## How to Apply

Applications should be made via the My New Term Application Form. This can be found by clicking the 'Apply Now' button on our website ([www.roedean.co.uk/Vacancies](http://www.roedean.co.uk/Vacancies)). Please note we do not accept CVs.

If you have any questions about the role, please contact Louisa Butler, Recruitment Manager - [vacancies@roedean.co.uk](mailto:vacancies@roedean.co.uk)

Closing date for applications is 9am, 21 May 2026.

Due to the need to appoint quickly, we reserve the right to interview and appoint at any stage of the process.

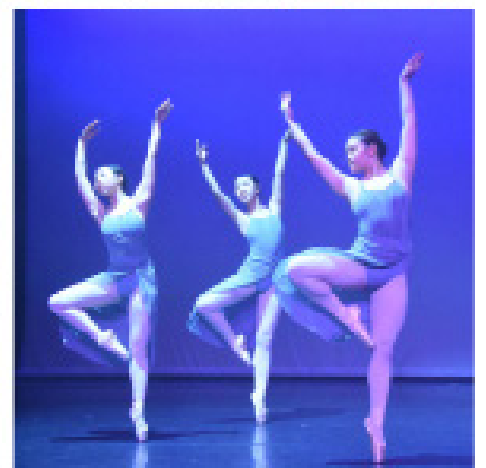
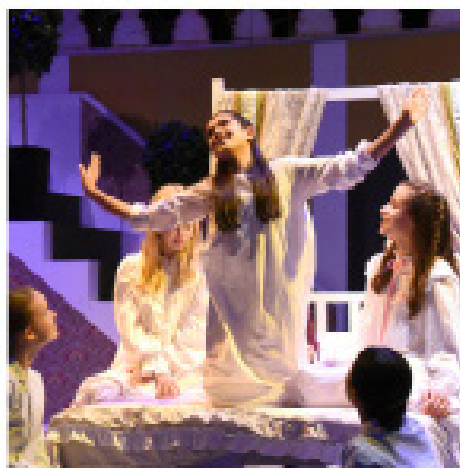
This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to

# Why Work at Roedean?



At Roedean, we are seeking dedicated and enthusiastic members of staff, who are keen to prioritise the girls' well-being and happiness at all times. We are looking for those who enjoy working as part of a team, and who appreciate the importance of the girls' all-round experience at school. We are hoping that the girls will become life-long learners, always keen to undertake new challenges and learn from their experiences, and

Roedean has the same wish for its staff; the school is happy to provide support and training to facilitate the professional development if needed. All members of staff at Roedean enjoy strong and meaningful relationships with the girls, characterised by mutual trust and respect, and this was highlighted in our outstanding ISI Inspection report.



# The School Today

Roedean numbers around 525 girls, bringing together students from over thirty-five countries around the world and those who live very locally; these different cultures and experiences add a great deal to the girls' experience, particularly in our increasingly globalised society, and ISI Inspectors remarked that 'the cultural development of pupils is excellent', and commented on the 'mutual tolerance and respect' which came from the integration between pupils from different countries, and between the day girls and those who board.

Founded in 1885 by three sisters to provide 'a thorough, physical, intellectual and moral' education with 'as much liberty as is consistent with safety', the School has always broken the mould. Today, Roedean is determined to empower the girls to challenge themselves to realise their considerable potential; they are given the opportunity to grow up at their own pace, not constrained by finite expectations, and they have the freedom to develop their talents and passions.

Roedean's ethos is clearly focused on the remarkable benefits of a holistic approach to education, in which academic pursuits are complemented by a wide range of co-curricular activities, and the founding Lawrence sisters would be delighted with their legacy today. With over 125 activities on offer every week, the girls enjoy international travel opportunities, a Farm on the school site, the annual House Drama Festival, and our flood-lit all-weather pitch at the heart of the School. Roedean girls excel in a range of sports, and many musicians and dancers perform

beyond Grade 8 level – all such activities have their own intrinsic value, but they also have huge benefits for the girls' academic endeavours. Our 'Wild Fridays' programme sees all of Year 7 and 8 spending every Friday afternoon outside, learning bushcraft skills and orienteering, looking after the animals on the Farm, and outdoor adventure – and they love it! All girls in Years 9 and 10 undertake Bronze and Silver Duke of Edinburgh's Awards, and some also have the opportunity to join the CCF contingent at Lancing College.

Our partnership with St Mark's Primary, in the Whitehawk estate, is hugely rewarding for the pupils at both schools – there are a range of joint weekly activities, we fund-raised and built a Library on their site from scratch, and one year-group comes to Roedean each week for a morning of academic and sporting enrichment. Furthermore, the Roedean Academy, a programme of academic enrichment for Year 10 students, brings together academically gifted and engaged students from six local schools in the maintained sector with those at Roedean, to challenge their academic expectations and broaden their horizons.

Philanthropy is also central to what we do. 100 hot meals are sent each week into the community to feed the homeless in Brighton, 12 girls travel to Moldova each year to teach English to Ukrainian refugees and Moldovan orphans, and the community raised over £48,000 for a range of charities last year.



## ROEDEAN'S ETHOS

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At Roedean, there can be no doubt that the girls' rounded education 'makes a considerable contribution to their personal development' (ISI Inspection), and it is precisely this which produces independent and creative young women who will make their mark in the world. In the same way that Roedean encourages the girls to pursue a

variety of interests, we expect the staff to be committed to the busy life of this boarding school; it is wonderful when staff join the orchestra or play in the staff-student sports fixtures, and the girls love it when members of staff congratulate them on their role in the previous night's play or the goal they scored in the fixture at the weekend.

## ROEDEAN'S CAMPUS AND FACILITIES

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Roedean is located on a beautiful 45-acre campus, and owns a further 75 acres of land adjacent to the site. It is the only school in the UK to be set within a National Park and on a coastline, as well as being in the boundaries of a vibrant city. The Grade II listed main building and Keswick House were designed by the leading Victorian architect and Roedean parent, Sir John Simpson, who also designed the original Wembley stadium. The main building incorporates the four main boarding houses, the dining rooms, the Library, and the teaching and administration spaces. Later additions include the Chapel, Science Laboratories, the Theatre and dance studios, the Music wing, Keswick House, and Lawrence House. We also have

an indoor swimming pool, a Sports Hall, which includes a multi-gym, and numerous playing fields to the front and side of the school. With a £1½ million refurbishment of the Sixth Form facilities in 2019, a small Farm on site with sheep and pygmy goats, a refurbishment of our 355-seat Theatre in 2021, and an all-weather flood-lit pitch at the heart of the School, Roedean certainly has wonderful facilities and buildings. A transformation of the Library was completed in April 2024 and delivers an outstanding study, research, and exhibition space within the School's original school hall, further enhancing Roedean's academic provision.





ROEDEAN

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Charity No: 307063