



Gothic Mede Academy Application Pack

Clerk to the Local Committee of the Board (Governing Body)





CONTENTS

1. Introduction
2. About BEST
3. About Gothic Mede Academy
4. How to Apply
5. Job Description
6. Person Specification

www.bestacademies.org.uk



INTRODUCTION

Welcome to Gothic Mede 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:

Mark Greaney – Chair of the LCB

or

Thomas Clarke – Executive Principal

GMA-Office@bestacademies.org.uk

Tel: 01462 732002

Gothic Mede Academy

High Street, Arlesey, Bedfordshire SG15 6SL

www.gothicmede.org.uk



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

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



ABOUT GOTHIC MEDE ACADEMY

Gothic Mede Academy is a values-based lower school with approximately 300 pupils located in the centre of the small town of Arlesey.

In our most recent Ofsted report (March 2023), we were judged as Good by inspectors.

Staff and governors are passionate and committed to the school being the best it can be, and we are driven to improve on this Good judgement, which was received in all areas in the inspection report.

Gothic Mede is a happy, nurturing and safe school where everybody challenges each other to be their best. All the children are given a variety of opportunities and experiences so that they can develop, ready for their next stage in education and for what they will encounter in life.

The school community's high expectations and ambition are reflected in the school motto: *Pride in ourselves, pride in our school, pride in our community.*

Joining Gothic Mede is an opportunity to be a part of a forward-thinking team where all staff are highly motivated and continually looking to improve things.

Being part of BEST also allows us to share good practice and liaise with other schools in the trust.



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 before the closing date.

Closing date: 05 January 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.

Prospective candidates are encouraged to submit their applications as soon as possible as we reserve the right to close the advert should we feel able to appoint an appropriate candidate.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Clerk to the Local Committee of the Board
Based at	Gothic Mede Academy
Responsible to	Chair of the LCB
Hours	6 LCB meetings annually, plus any additional time as specified below

Purpose of Role

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

Note:

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work that is of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Clerk to the LCB

Attributes	Essential	Preferred
Education / Qualifications	Educated to GCSE level or equivalent, Good standard of literacy and numeracy	NVQ level 2 in relevant subject
Experience	Previous experience of secretarial work, including minute taking	Experience of working in an educational setting
Skills / Knowledge / Aptitude	Word processing skills IT skills, Good organisational skills, Good communication skills, Ability to work collaboratively with others	Shorthand skills, Knowledge of law and regulations relevant to Governing Bodies.
Motivation	Willingness to be flexible, Commitment to equality principles	Not applicable
Other	Ability and willingness to attend evening meetings, Must be fluent in the English language in accordance with the Immigration Act 2016	Assessed in interview

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

