



PROUD TO MAKE SUCCESS HAPPEN



CLERK TO TRUSTEES Applicant Pack

Dear Applicant,

Thank you for your interest in working at Uxbridge High School. I would like to take this opportunity to tell you a little about our unique school and to highlight the significance of this important appointment. You are applying to join an exemplary and highly energetic staff team that has moved the school into a very strong position both locally and nationally. I am looking for exceptional people with energy and drive to join us in this work.

We have much to celebrate at Uxbridge High School including a committed and focused student body and staff, outstanding facilities, strong relationships with the community and school partners, supportive governors and a thriving sixth form. We value the successes of every child, whatever their starting point, as a truly comprehensive and multicultural school that reflects life in modern Britain. You will enjoy the reward of working with a wide range of students, from a variety of backgrounds.

I would recommend that you spend time reading our most recent Ofsted report, which can be viewed here: [Ofsted report](#). The inspection report confirms in detail our significant strengths in all areas of leadership, teaching, personal development and outcomes. We are particularly proud of our outstanding status for personal development, behaviour and welfare that represents the dedication and focus of all within our school community to work at the highest levels.

The current leadership team has embedded a number of changes to the approach we take towards learning, teaching and progress. These include rigorous self-evaluation, close monitoring of the impact of teaching on learning and highly individualised student and group tracking. Our lead practitioner team (LPT) lead on numerous initiatives to support this, for example, developing and supporting leadership of teaching at all levels. An extensive and rich CPD programme is highly valued by staff at all levels.

Our determination to eradicate any disadvantage, particularly through poor literacy and numeracy on entry to the school, allows our students to compete in a national context. This is one of the school's biggest challenges and one to which we apply a systematic, whole school focus, linked to a curriculum that is innovative, exciting and ultimately leads to student success. To this end we are constantly reviewing our curriculum pathways to ensure a rich and well referenced learning experience for all our students, whilst balancing the need to do the best for our students.

Our sixth form provision is exceptional with a broad and exciting post-16 curricula. We are highly successful in preparing students for a wide range of university, apprenticeship and workplace destinations.

As Principal, I operate with an authentic and distributive leadership style. To support this, I am looking for leaders and staff who subscribe to an open and trusting culture, who can bring a collaborative and 'can do' solution-focused attitude. We seek teachers and leaders who are able and keen to achieve excellence across the school.

The successful candidate will demonstrate their unrelenting energy and drive that will continue to allow Uxbridge High School to be a school that can guarantee to maximise student progress, achievement and opportunity through an outstanding education.

If you feel you can meet the needs of all of our students without limitation, and are excited to join us, then I look forward to hearing from you further

Louisa Seymour
Principal



The Role

Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially and emotionally. We have much to celebrate including a committed and focused student body and staff, outstanding facilities, strong relationships with the community and school partners, supportive governors and a thriving sixth form. As a truly comprehensive and multicultural school that reflects life in modern Britain, we value the successes of every child, whatever their starting point.

We are looking for a Clerk to the Trustees to provide advice on governance, constitutional and procedural matters; to maintain records in accordance with legal requirements; to attend all Trustees and committee meetings; and to be responsible for full admin support to the Trustees which includes dealing with Trustees' mail; arranging and minuting all Trustees' meetings (including ad hoc appeal committees/panels); and submitting the register of directors to Companies House.

You will have good ICT and strong oral and written communication skills; the ability to organise meetings, draft agendas and correspondence; the ability to record accurate concise minutes of complex meetings; the ability to manage own workload and work on own initiative to competing deadlines and with good attention to detail; and the ability to understand the importance of confidentiality and sensitivity of information. You will be flexible regarding hours of work. Most meetings are held in the evenings, but you may also be required to come into school for meetings from time to time.



Closing Date: Monday 21st April 2025, midday

Contract: Permanent

Salary: £5,000 pa

Hrs of Work: up to 150 hours per annum.

Attendance will be required at meetings which are held mostly in the evenings, occasionally during the working day. Admin tasks can be carried out from home at the convenience of the post holder.

How to Apply:

- Completed application form
- Supporting statement (one page of A4) outlining why you believe that you have the right skill set to undertake this role successfully. Please be sure to relate to the person specification and include examples of impact and evidence.
- Email to recruitment@uhs.org.uk

Should you have any questions about this role, please contact Danielle Fuller, Recruitment Officer on 01895 234 060 or on recruitment@uhs.org.uk.

Uxbridge High School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory enhanced DBS check and pre-employment checks.

“To be part of an amazing school like this, you have to be PROUD. These values are part of everything we do and we are positive, respectful, open minded, unique and determined at all times. I feel so lucky to be at this school.”

Mariam Razaie – Year 7



Job Description

Responsible to: The Board of Trustees, through the Chair of Trustees

Overview of role expectations

- To provide advice to the Board of Trustees on governance, constitutional and procedural matters.
- To ensure the Board of Trustees is properly constituted.
- To maintain records for the Trustees in accordance with legal requirements and with any directions which may reasonably be given by the Chair of Trustees.
- To attend all Trustees and committee meetings as per the annual cycle of meetings.
- To be responsible for full admin support to the Trustees; dealing with Trustees' mail; arranging and minuting all Trustees' meetings (including ad hoc appeal committees/panels); submitting register of Directors to Companies House.

Responsibilities and Tasks

Provide advice to the Board of Trustees:

- To act as the first point of contact for Trustees with queries on procedural matters within school government regulations.
- To have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Board of Trustees.
- To inform the Board of Trustees of any changes to its responsibilities as a result of a change in the school status or changes to the relevant legislation.
- To ensure that statutory policies are in place, and are revised as necessary, with the assistance of staff.
- To send new Trustees induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice.
- To advise of forthcoming vacancies on the the Board of Trustees in advance of the expiry of a Trustees' term of office so that elections or appointments can be organised in a timely manner and where required to seek potential new Trustees to join the the Board of Trustees.

The Board of Trustees meetings:

- To draw up the agenda for all Trustees and committee meetings in consultation with the Chair, Principal and senior staff, ensuring that they are focused on school improvement, and to circulate to relevant members of the Board of Trustees and others as agreed by the the Board of Trustees.
- To arrange all Trustees and committee meetings including distribution of papers and virtual arrangements if required.
- To ensure all meetings are quorate.

- To attend all Trustees and committee meetings and take minutes. To agree the draft minutes with the Chair within two weeks of the meeting and circulate to all those who are entitled to receive them.
- To arrange all hospitality including venue, IT support etc. as required for the Board of Trustees meetings.
- To draw up, publish and maintain the annual calendar of WGB meetings in consultation with the Board of Trustees and school.
- To arrange and attend and minute ad hoc additional committee meetings specifically related to any statutory procedure such as exclusion hearings, admissions appeals, etc.
- To organise Trustee panels for attendance at special and adhoc hearings, such as student panels and staff HR hearings.
- To maintain records of Trustee attendance at meetings and advise the chair of potential disqualification through lack of attendance.

Other administrative support:

- To ensure that action is taken on the minutes of the Board of Trustees and committee meetings in consultation with the Chair.
- To deal promptly with all correspondence and notices and circulate as required in consultation with the Chair.
- To author letters on behalf of the Board of Trustees and Chair as requested by the Chair.
- To ensure that information requested by Board of Trustees is duly supplied in a timely manner.
- To take such action as is necessary to ensure that any vacancies on the Board of Trustees are filled in accordance with the regulations. To liaise with the school to ensure all Trustees are vetted in accordance with safer recruitment guidelines and that a Disclosure and Barring Service check is carried out within deadlines. To ensure that Trustees have an induction.
- To maintain files pertaining to the Board of Trustees matters in accordance with regulations.
- To maintain a register of Trustees pecuniary interests and ensure the record of Trustees' business interests is reviewed regularly and lodged within the school.
- To assist with the elections of parent Trustees.

Manage Information

- To maintain up to date records of the names, addresses and category of the Board of Trustees members and their term of office, and inform the Board of Trustees and any relevant external bodies of any changes to its membership.
- To maintain copies of current terms of reference and membership of any committees and working parties and any nominated Trustees eg Child Protection, SEN.

- To maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies if appropriate and are published as agreed at meetings.
- To maintain records of the Board of Trustees correspondence.
- To work with the school to ensure copies of statutory policies and other school documents approved by the Board of Trustees are kept in the school and published as agreed, eg on the website.

Other

- To be available to meet with the Chair / Principal at regular intervals in order to aid communication between the school and the Board of Trustees.

- To undertake appropriate and regular training and development to maintain knowledge and improve practice.
- To keep up to date with current educational developments and legislation affecting school governance.
- To manage and publish opportunities for Trustees CPD and to encourage participation.
- To adhere to all safeguarding and other policies and procedures in place at Uxbridge High School and regular contact with other staff employed at the school, school governors and outside bodies.
- To work under the reasonable direction of the Chair to Trustees/ Principal and I and be prepared to carry out any other duties commensurate with the general level of this appointment.

Person Specification

Qualifications / Education / Training

- Educated to at least A Level standard or equivalent.
- An excellent command of written English.
- Hold a relevant qualification or be prepared to undertake a course.

Experience

- Proven experience of working in an environment where experiences included taking initiative and self-motivation.
- Experience of working in an educational setting.
- Prior experience of being a Clerk to Governors.

Skills, knowledge and abilities

- ICT, including keyboard skills. Knowledge of Microsoft Word and Outlook. Ability to use the internet to access relevant information.
- Good listening skills. Ability to apply high level of tact and diplomacy and good interpersonal skills.
- Ability to organise meetings and co-ordinate people. Ability to write agendas and to record accurate concise minutes of complex meetings.
- An organised approach to work, with an ability to manage own workload and an ability to work on own initiative to competing deadlines and with good attention to detail.
- Ability to communicate effectively both orally and in writing at all levels.
- Ability to maintain records, retrieve information and disseminate the Board of Trustees data / documentation to the Board of Trustees and relevant partners.
- Ability to understand the importance of confidentiality and sensitivity of information.
- Ability to establish and maintain effective working relationships at all levels both within and outside the organisation whilst demonstrating a flexible approach.
- Knowledge of the Board of Trustees procedures.
- Knowledge of educational legislation, guidance and legal requirements.
- Knowledge of the respective roles and responsibilities of the Board of Trustees, the Principal, the local authority and the DfE.
- Knowledge of Data Protection legislation.

Equal opportunities

- Commitment to equal opportunities and inclusion.
- Ability to promote and support the school's Equality and Diversity Policy.

Disposition

- To be a person of integrity, able to maintain confidentiality and impartiality. To be able to confidently address groups of people and individuals.
- To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal.
- To have a flexible approach to working hours, including availability to work in the evenings. To have the ability to work hard with competing deadlines and prioritising appropriately.
- To believe in the importance of teamwork and a collaborative approach and be able to build supportive working relationships with colleagues both within and outside the school.
- Demonstrate a diligent, "can do" attitude.
- Energetic and enthusiastic, with a naturally positive outlook.



PROUD TO MAKE SUCCESS HAPPEN

Our Vision

Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially and emotionally.

The UHS Way

We develop the whole student in a safe, inclusive, and supportive environment. We nurture students' ambitions ensuring all are **PROUD** of their success.

The UHS Way is the foundation to everything we do, ensuring we:

- Provide exceptional learning experiences.
- Cultivate excellence in each student.
- Have a safe, respectful and happy community.
- Prepare students for future opportunities as global citizens.



Uxbridge High School students are **PROUD** to be:

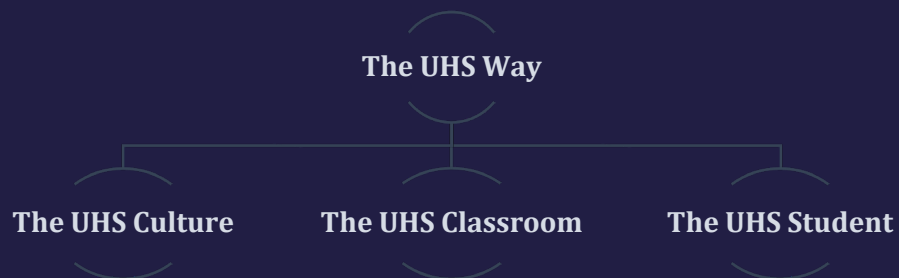
POSITIVE to learn new knowledge and thrive on developing their skills.

RESPECTFUL and kind to all members of our school community and its environment.

OPEN MINDED and happy about all new opportunities.

UNIQUE in their demonstration of skills and talents.

DETERMINED to achieve their best in all areas of the curriculum.



Benefits & Rewards

Uxbridge High School employees benefit from:

- **Early finish on Fridays** (our students are dismissed at 1.00 pm)
- **We support flexible working:** 16% of our staff work flexibly (including 9% of teaching workforce and 37% of associate staff).
- We support **the work life balance** and **have family friendly policies:** we give our staff three paid days of special leave for medical appointments and three paid days for childcare/emergency leave.
- We offer **private health care** which includes: 24/7 GP and mental health helplines, medical diagnosis and treatment, physiotherapy, cancer support, social care advice and wellbeing hub, rewards and benefits.
- **July start for Early Careers Teachers**, paid induction for new starters, paid duties, interest free travel loans, interest free loan for ECTs (up to £1500), financial support for higher and further education.
- **Staff events:** Christmas lunch and end of year event, sport days.
- **Staff wellbeing:** staff wellbeing group, yoga sessions on site, running club, five annual INSET days to deliver exceptional CPD with TOIL days for twilight INSET which gives staff longer Christmas and Easter holidays, wellbeing is our appraisal target, Occasional Day off in Autumn.



FURTHER INFORMATION

We have energetic and dedicated teachers, middle leaders, and senior leaders at Uxbridge High School. The board of trustees is well established and is resolved to drive and support our future development.

We value the dedication of our staff and are mindful to create a work environment that ensures well-being and supports productivity in the classroom. Uxbridge High School was one of the first schools to fully partner with Teach First. We continue to support new recruits into the profession and value the energy that they bring. We are innovative, creative and flexible in our recruitment and development of all staff.

Our Facilities

We are fortunate to have an open campus with extensive playing fields. Our original school building, dating from the early 1900s, is still in use and is complemented by a range of more modern buildings. You will work in an exceptionally well-maintained school with high-spec specialist classrooms, laboratories and facilities.

Our most prestigious accommodation includes an excellent £6m sixth form centre, a state-of-the-art full size indoor sports facility and a new £2.1m art, drama and music centre.

Our Partnerships

To ensure the best opportunities for our students we have strong relationships with several local universities and partner schools in Hillingdon, nationally and internationally. We also work closely with organisations such as Teaching Leaders, Teach First, Be Her Lead and the Royal Shakespeare Company.

Our Website and Social Media

You can find out more about our work by looking at our public profile. Our website uhs.org.uk and a selection of our social media accounts, linked below, give a fantastic insight into the extensive opportunities that form such a valuable part of our curriculum and are used widely by parents and other stakeholders:

- twitter.com/uxbridgehighsch
- twitter.com/UHSPrincipal
- twitter.com/uhs_VAPA
- twitter.com/UHSPE
- instagram.com/uxbridgehigh

We also have a LinkedIn page, giving updates and current vacancies: linkedin.com/company/uxbridgehighschool/

Our Location

Uxbridge is in the London Borough of Hillingdon in West London. We are in an urban area with a rapidly expanding population, but have easy access to the green spaces surrounding London.

The school is close to Uxbridge town centre, which is served by bus and tube links to central London, and has easy links from Hayes and West Drayton which is served by the Elizabeth Line. The M4 and M25 motorways link us to the national road network and Heathrow Airport provides global connections.

