



Co-opted Governor Vacancy – Human Resources & Personnel

Vacancy overview

St Andrew's CE Primary School has a vacancy for a co-opted governor. As a voluntary aided school, the governing body is the employer. As a large and growing school, we are looking to appoint a governor with experience in the field of Human Resources and Personnel. The governor will be required to sit on a dedicated Personnel Committee which is responsible for holding executive leaders to account for the educational performance of the organisation and its pupils, **"and the effective and efficient performance management of staff"**. This includes many aspects relating to pay and personnel.

About St Andrew's CE Primary School

St Andrew's CE Primary School is a hugely popular and thriving school that welcomes and serves a diverse and engaged community of pupils.

Our vision is to "Inspire a love of learning and enjoying life in all its fullness."

Within a joyful, inclusive and caring Christian environment our school family will embrace challenge, celebrate achievement, inspire a love of learning and enjoy life in all its fullness. We fulfil this through our core values of: Achieve, Care, Joy and Worship.

- Three form entry primary school
- 588 pupils on role
- 90 staff (permanent and temporary contracts)
- Ofsted: Good (March 2019)

www.st-andrews.brighton-hove.sch.uk

The three core functions of a school governing board are to:

- Hold school leaders to account for the educational and financial performance of the school
- Set the school's vision and values, and the strategy for achieving this vision
- Ensure the school's financial success and probity

Board responsibilities

- Develop the school's vision and strategy
- Set a culture of high educational standards, which promotes staff and pupil wellbeing
- Ensure the school follows the National Curriculum, and that all pupils, including those with special educational needs & disability (SEND), can access the curriculum
- Monitor provision for pupils with SEND
- Monitor the school's educational performance, using a range of data sources
- Ensure stakeholders (parents, pupils, staff, the local community) are informed and consulted as appropriate
- Approve the school budget

- Monitor and evaluate the school's financial performance
- Approve and review school policies, and hold staff to account for their implementation
- Ensure the school is compliant with legal requirements, including that all statutory policies and documents are in place
- Carry out the appointment and performance management of the headteacher
- Monitor and evaluate the school's staffing structure(s)
- Monitor health and safety in the school
- Work in co-operation with the local authority and Diocese

Skills and experience

Essential:

- Critical listening and ability to ask effective questions
- Strategic thinking
- Excellent communication
- Problem-solving and analysis
- HR experience including performance management & pay and organisational structure
- Chairing or leading committees and/or working groups

Desirable

- Understanding of data
- Knowledge of education
- Leadership and management skills
- Risk management skills
- Legal expertise

Time commitment

- Full Board meetings take place once a term (six times a year) in the evening (two hours)
- Committee meets at least three times a year (two hours) during office hours
- The term of office is four years.
- Preparation for meetings includes reading papers and preparing questions for senior leaders.
- You will also be expected to undertake any training required to enable you to discharge your role effectively
- Governors are also expected to visit the school while it is open to pupils as required

St Andrew's is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Appointment is subject to satisfactory enhanced disclosures from the Disclosure and Barring Services (DBS).

If you would like to know more about this vacancy, you can get in touch with the chair of governors, Oliver Mudge: olivermudge@st-andrews.brighton-hove.sch.uk.