



ROEDEAN

Independent Girls' Education
11-18 Day and Boarding

Roedean seeks a

Clerk to the Council and Company Secretary
to the Corporation



www.roedean.co.uk



ON SITE
FARM

FOUNDED
1885

52%
BOARDING

5 OFFERS FOR
OXBRIDGE

BEST EVER
GCSE &
A LEVEL
GRADES IN THE
LAST 2 YEARS

ACADEMIC
MENTORING
PROJECTS

45
ACRES

FLOOD-LIT
ALL-WEATHER
PITCH
ON SITE

60+
CO-CURRICULAR
ACTIVITIES

350
-SEAT
THEATRE

GIRLS
FROM
OVER **30**
COUNTRIES

£11m
BOARDING
REFURBISHMENT

120
YEARS ON
CURRENT SITE

ISI
(NOVEMBER 2021)
EXCELLENT
IN ALL AREAS

ON THE
CLIFFS
OVERLOOKING
THE ENGLISH
CHANNEL

710
STUDENTS
ON ROLL

Welcome to Roedean



Roedean is an extraordinary school – 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 – we are delighted that the girls consistently achieve excellent academic results. In 2022, the A Level results, were 71 % of all grades at A*-A, and 30.5 % were A* grades. At GCSE, 71 %, were at Grade 9-8, and 47 %, were awarded Grade 9. Furthermore, it is noteworthy that nearly many of last year’s leavers

went on to study STEM subjects at university, highlighting that the School is bucking the ‘girls can’t do Science’ stereotype. Roedean’s trajectory is very clearly upward, and where it will be in a few short years is a very exciting prospect. These academic successes underline the findings of our exceptional ISI Inspection report which judged Roedean to be ‘excellent in every category’ – the school is certainly ‘going places’ (Good Schools’ Guide), and where it will be in a few short years is an exciting prospect.

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

Oliver Blond, Headmaster

The Role



The Clerk will report to the Chair of Council on Trustee related matters and provide company secretarial services to the President and Vice-Presidents of the Corporation on Governor related matters, with direct line management in school by the Headmaster and Director of Finance and Administration (DFA). The Clerk will provide full administrative services to the Roedean Council, Governors and the RSEL Board to ensure corporate compliance and effective governance.

Main Duties



Council meetings and proceedings

- Service a programme of meetings for the Council and their Committees, including the setting of agendas, preparation and timely circulation of papers and minutes, and following up on action items.
- Attend all Council and Committee meetings.
- Record attendance at Council Meetings, taking notes and preparing minutes for signature, and recording all decisions.
- Maintain and update terms of reference for committees and working parties.
- Ensure that Council and all committees are properly constituted, and meetings are quorate.

Legislative updates and training

- Maintain a good working knowledge of all legislation, regulation or guidance as may be published pertaining to governance by the ISA, Charity Commission, Companies House or other bodies as necessary.
- Advise Council Members, the Headmaster and Senior Team on company law and corporate governance matters. Respond to queries on statutory and procedural matters.
- Ensure that the Governing Instruments meet the needs of the School and advise the Council of appropriate or necessary amendments.
- Ensure that the HR Department/DFA's PA conduct 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
- Registration with Companies House as a director (as necessary)
- Completion of declaration of interests, code of conduct and trustee declaration.
- Facilitate induction and training programmes for Council Members and maintain records of training and development activities.
- Ensure that all Council Members are aware of their statutory responsibilities, especially their responsibility for the safeguarding of all pupils at the School.
- Liaise with legal advisors to ensure Council are fully informed of the legal implications of their decisions where relevant.

Council Membership and Relationships

- Be accountable to the Council working effectively with the Chair of Council, and with the Headmaster and the DFA, other Council Members, other Senior Team Members and other stakeholders.
- Be responsible for maintaining databases of Council Members and their terms of office.
- Maintain a record of the membership and skills matrix of the Council, notifying vacancies, making arrangements for elections and advising the Board on strategies for recruiting Members.

- Ensure an accurate register of Council Members is maintained and updated for any new members or retirements, and inform the Charity Commission as necessary.
- Maintain and update membership of committees and working parties.
- Organise the establishment of any panels of the Council that may be required to hear appeals or deal with complaints or grievances.
- Maintain and update the contents of the Council/Governors page on the website, ensuring information about the Council is accurate and complete, and meets all relevant legislation.
- Maintain and update the Council Portal providing information on Council Meetings, forthcoming events, latest legislative developments, training opportunities and Council meeting documentation.

Statutory documentation

- In conjunction with the DFA, ensure that statutory annual returns, accounts and other filings are sent to Companies House and that the school's responsibilities to the Charity Commission are met.
- Liaise with the DFA to ensure coordination, preparation, publication, distribution and presentation of the annual Trustees' Report (including annual accounts).
- Maintain the Council related policy register and review schedule, and liaise with the appropriate Senior Team member when reviews are due.
- Oversee occasional audits of governance (either internal or external).

Governor related matters

- As Company Secretary, report to the President of the Corporation on Governor related matters and the Annual General Meeting, and promote good communications between the School, the Council and the Governors. Direct line management in school would be by the Headmaster and DFA.
- Lead on the organisation of 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.
- Co-ordinate elections to Council by the Governors

including candidate profiles, and voting procedures in person and by proxy.

- Co-ordinate Governor Forums, Working Parties and Governor Newsletters as a means of informing Governors of latest developments and promoting good relationships.
- Manage and respond to Governors' enquiries, including the Governor email address inbox, and ensure that questions are answered promptly.
- Ensure the Royal Charter, being the School's governing document, is adhered to at all times, and provide advice on this document to Council.
- Work with Council and the Governors on any proposals to update the Royal Charter in line with best practice.
- Ensure an accurate register of Governors is maintained and updated for any new members or retirements.
- Maintain and update the database of Governors, and strictly comply with data protection regulations surrounding this data.
- Work closely with the Alumnae Relations and Development Department, and assist with fundraising opportunities.

Roedean School Enterprises Limited (RSEL)

- Provide company secretarial services for RSEL, the School's trading company.
- Work closely with the DFA to ensure reports and accounts for RSEL are produced on a timely basis for the Board.
- Maintain an up-to-date list of RSEL Directorships internally and at Companies House.
- Oversee the process of retirement and recruitment of directors, and completion of appropriate background checks and induction paperwork.
- Ensure the activities of the company are in line with the Memorandum and Articles of Association, and that the Memorandum and Articles themselves are fit for purpose.
- 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.

Candidate 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, and have a genuine interest in the sector

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.
- Ability to plan, prioritise and organise projects to ensure deadlines are met
- Excellent written, presentation and communications skills, including good grammar and accurate minute taking.
- Strong organisational skills including managing a varied long-term workload
- Understanding of, and belief in, the aims and ethos of independent education
- A person of principle, sincerity and integrity
- A good employment record with sound references and an impeccable career background
- A commitment to personal development and improvement

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 job applicants hold the right to work in the UK before work can commence.

The Package



- Salary:** Competitive package available
- Hours:** 37 hours per week, Monday - Friday, full year. Part time and/or term time plus will be considered
- Holidays:** 22 days per annum rising to 27 after five years' service (pro-rata for part-time staff). All holidays must be taken within 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** for non teaching staff
- **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. Staff bar and social events each half term
- **'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 the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding interview.

Roedean is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Roedean in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

How to Apply



Applicants must complete the application pack and return it to vacancies@roedean.co.uk or via post to Louisa Butler, Roedean School, Roedean Way, Brighton, BN2 5RQ.

If you have any questions about the role, please email Louisa Butler (Recruitment Manager) in the first instance - vacancies@roedean.co.uk

Closing date for applications is 9am, 31 October 2022.

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 amend/alter this, those concerned will be consulted.

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 from November 2021.



The School Today



Roedean now numbers 710 girls, nearly double the figure of 7 years ago, the result of an annual growth of 15%, and it is enjoying markedly increased interest, both from local families and from those in London who are choosing to take advantage of the weekly and flexi-boarding opportunities. There has been an enormous growth in the number of pupils from Sussex and the UK, and there are well over 300 boarders in the School. Roedean brings 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 the 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. Over 75% of the girls in the

first three years are from the UK, and, in recent years, many local girls have had the opportunity to join the Sixth Form from state schools nearby, benefitting from the school's Brighthelm Awards.

Our partnership with St Mark's Primary, in the Whitehawk estate, is hugely rewarding for the pupils at both schools – there are over 20 joint weekly activities, and we fund-raised and built a Library on their site from scratch in 2018. Furthermore, the Roedean Academy, a programme of academic enrichment which takes place every Spring term, 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.



ROEDEAN'S ETHOS

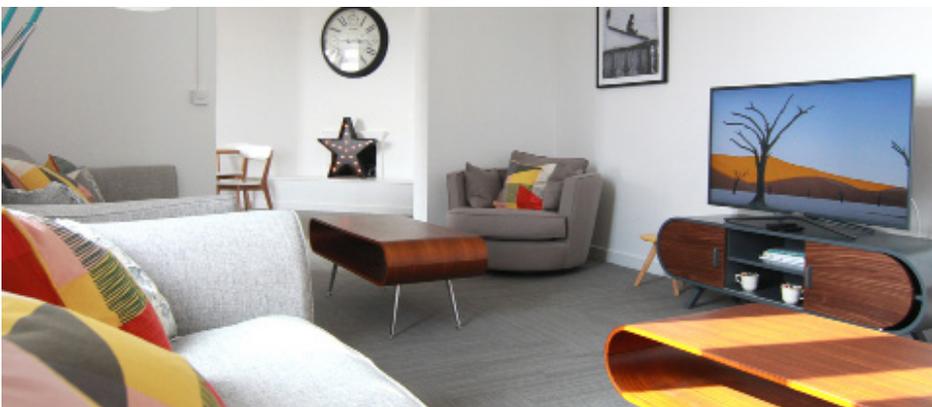
Founded in 1885 by three sisters to provide 'a thorough, physical, intellectual and moral' education with 'as much liberty as is consistent with safety', the school has always broken the mould. Today, Roedean is determined to empower the girls to challenge themselves to realise their considerable potential; 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 sixty activities on offer every week, the girls enjoy sea-swimming, international travel awards, Astronomy Club, a farm on the school site, the annual House Drama Festival, and our flood-lit all-weather pitch.

Roedean girls excel in a range of sports, many musicians play beyond Grade 8 level, and two girls last year achieved RAD Advanced 2 in ballet – all such activities have their own intrinsic value, but they also have huge benefits for the girls' academic endeavours. At Roedean, there can be no doubt that the girls' rounded education makes a considerable contribution to their personal development (ISI) 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

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. The School recently completed a £10 million modernisation

of the five boarding houses, which includes the significant and sensitive redesign of almost 300 bedrooms, communal spaces, and private study areas for both boarding and day girls, and both Tatler and the Sunday Times drew close comparisons with the accommodation in high-end hotels. With a £1½ million refurbishment of the Sixth Form facilities over the last year, a small farm on site which opened in September 2016 with sheep, chickens, and pygmy goats, and a new all-weather flood-lit pitch at the heart of the School, Roedean certainly has wonderful facilities and buildings. A Library refurbishment promises to deliver outstanding study, research, and exhibition space within the School's original school hall, further enhancing Roedean's academic provision. We are also at the early planning stages for a Performing Arts complex, including a refurbishment of our 320-seater Theatre.



Roedean School, Roedean Way, Brighton, East Sussex, BN2 5RQ
Registered Charity 307063

T: +44(0)1273 667657 | E: vacancies@roedean.co.uk | W: roedean.co.uk
facebook.com/RoedeanSchool | twitter.com/RoedeanSchool



ROEDEAN