



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

Clerk to the Governors

Part-time
Permanent Contract

Information for prospective
members of staff



Appointment of a Clerk to the Governors for September 2025

St Joseph's College are seeking to recruit a Clerk to the Governors for a September 2025 start. The person will report into the Chair of Governors and the appointed candidate will need to work flexibly and attend early evening and daytime meetings on a part-time basis. The post is for approximately 180 hours per annum (approximately 5 weeks' work).

Meetings are held predominantly in the early evening (some Governors join virtually) but occasionally in the daytime as required. Previous experience of working in a school environment would be an advantage but is not essential.

For an informal chat, please contact the Chair of Governors, Hilary Buckle, via email address chair@sjcr.org.uk, with your telephone number and preferred time to call.

Closing Date: 9am, Monday 11 August 2025.

Interviews are likely to take place in August 2025.

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Message from the Head, Mrs Laura Stotesbury



Thank you for your interest in St Joseph's College. I am delighted that you are considering our school and I trust that this recruitment pack will provide you with the information you require both about the post and the College.

I believe that this is an exciting time to be joining St Joseph's College. There has been a significant growth in the pupil roll over the last few years and the governors are continually looking to invest in the facilities. There is a real appetite for what we have to offer as both an educational establishment and an employer.

The College seeks to be a school which places an emphasis on providing an all-round education: academic, pastoral, social and spiritual, where pupils develop the attributes of commitment, collaboration, confidence, communication and compassion through the various aspects of school life. The College is a very happy place, and colleagues enjoying working here.

I hope that you will want to apply for this post. I recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration.

Mrs Laura Stotesbury
Head

Watch [our video](#) about what it is like working at St Joseph's.

About the Role

The Governing Body of St Joseph's College Reading (SJCR) are seeking to appoint an organised, highly motivated and enthusiastic Clerk to the Governors to provide comprehensive support to the Governing Body to fulfil its remit.

The successful candidate will have a flexible approach to working hours, be an exceptional communicator and an experienced administrator. They will provide advice to the governing body on governance, constitutional and procedural matters and be the official channel of communication to and from the governing body ensuring it functions smoothly and efficiently.

The clerk will also provide administrative support to the Governing Body. Principally, preparing agendas in consultation with the Chair of Governors and the Head, taking and writing up the minutes at some governors' meetings and distributing documentation and other information to the governing board (there are approximately 18 meetings per year including six full governing body meetings and twelve committee meetings).

The post is for approximately 180 hours per annum (approximately 5 weeks' work). Meetings are held predominantly in the early evening (some Governors join virtually) but occasionally in the day time as required. Previous experience of working in a school environment would be an advantage but is not essential.





Areas of Responsibility and Key Tasks

Duties & Responsibilities

The Clerk to Governors will work effectively with the Chair of Governors, and with the Head and other Governors. They are responsible for advising the Governing Body on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of Governing Body business and observe confidentiality requirements.

Meetings

To support the Governing Body and provide effective administration of meetings the Clerk to the Governors will:

- Attend meetings in person (or remotely in exceptional circumstances)
- Work effectively with the Chair of Governors and the Head before Governing Body meetings to prepare a purposeful agenda taking account of issues and focusing on school improvement
- Encourage the Head and others to produce agenda papers on time
- Produce, collate and distribute the agenda and papers to ensure Governors receive them within the agreed timescale
- Record the attendance of Governors at meetings and take action regarding absences
- Advise the Governing Body on governance legislation and procedural matters where necessary
- (As required) Prepare and type minutes of Governing Body meetings, indicating agreed action points and who is responsible for those
- Record all decisions accurately and objectively with timescales for action
- Submit all draft documents to the Chair and Head for amendment/approval
- Issue the approved draft to all Governors within the agreed timescale
- Advise Governors and co-opted Committee Members of the dates of meetings for the year
- Keep a record of minutes produced and securely filed in the College.
- Liaise with the Chair prior to each meeting to receive an update on progress of agreed actions
- Clerk Governing Body Committees, currently Finance and General Purposes (F&GP), Education (Edcom), Full Governing Board (FGB), Spiritual Life and Remuneration: liaise with Committee Chairs on agendas, circulate papers and if required, take minutes of each meeting

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Areas of Responsibility and Key Tasks continued

Membership

- To support the Governing Body and provide effective administration of membership
- Maintain a database of names, addresses and category of Governing Body members, and their term of office
- Initiate and develop a welcome pack/letter to be sent to newly appointed Governors, including details of terms of office and work closely with the HR Department to ensure all safer recruitment in education checks are completed
- Initiate training for New Governors and Annual refreshers working closely with the HR Department and the Safeguarding Lead.
- Maintain copies of current terms of reference (TOR), Committee membership and the nominated responsibility/link role of each Governor.
- Advise Governors and appointing bodies of expiry of the term of office before term expires so elections can be organised in a timely manner.
- Inform the Governing Body of any changes to its membership
- Inform Companies House of new Governors and Governors leaving
- Maintain Governor meeting attendance records
- Check that Criminal Records Bureau disclosure (DBS) has been successfully carried out by HR Department on any Governor when it is appropriate to do so

Advice and information

To support the Governing Body and provide effective advice and information the Clerk to the Governors will:

- Advise the Governing Body on procedural issues
- Have access to appropriate legal advice, support and guidance
- Take action on the Governing Body's agreed policy to support new Governors
- Ensure that statutory policies are in place, and that a file of policies is maintained and kept in the school along with other school documents approved by the Governing Body

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Areas of Responsibility and Key Tasks continued

- Maintain records of Governing Body correspondence.
- Maintain register of Members of the Trust and Persons with Significant Control
- Inform Companies House of any changes to the Members/Persons with Significant Control
- Ensure that Members' register of pecuniary interests is maintained and reviewed annually
- Arrange the date of the Annual General Meeting

Other Duties

In addition to the responsibilities above the Clerk may be asked to perform as part of their duties any of the following:

- Assist with Governor elections
- Advise and support Governors taking on new roles
- Participate in and contribute to the training of Governors in areas appropriate to the clerking role
- Maintain archive materials
- Prepare briefing papers for the Governing Body, as necessary
- Maintain Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items.

Professional Development

To ensure the provision and maintenance of effective support to the Governing Body the Clerk to the Governors will:

- Successfully complete the National Training Programme for Clerks to Governing Bodies, or its equivalent
- Attend termly briefings and participate in professional development opportunities
- Keep up to date with current educational developments and legislation affecting school governance

Conditions of Service

The post is for approximately 180 hours per annum (approximately 5 weeks' work).

Meetings are held predominantly in the early evening (some Governors join virtually) but occasionally in the daytime as required.

Salary is dependent on experience and qualifications.



Person Specification

Criteria	Essential	Desirable
Education, Qualifications and Experience	GCSE Level or equivalent qualification Ability to prepare agendas and take accurate minutes	Experience of working in an independent school Knowledge of school governing body legislation
Skills and Attributes	Excellent customer service Good interpersonal skills with a diverse range of people Confident and polite telephone manner Excellent ICT and keyboard skills Excellent organisational skills	Knowledge of Data Protection legislation
Personal Qualities	Enthusiastic with a can-do attitude Flexible, motivated, and able to work independently Ability to establish good working relationships and work well in a team Trustworthy and able to maintain confidentiality Ability to work flexible hours including evenings	Solution focused in a 'crisis'
Other Requirements	Fully supportive of the College's Catholic tradition Commitment to the ethos of the College Commitment to safeguarding and wellbeing of all pupils	Commitment to the whole life of the College Able to promote the image of the College through an articulate and confident approach



About the College

St Joseph's College is the leading independent day school for boys and girls aged 3 to 18 in Berkshire. It is fully co-educational and consists of the Senior School (ages 11 to 18) and the Prep School (ages 3 to 11). The Senior School and Prep School are located within a single campus.

Awards

The College has won several awards over recent years including TES Independent School of the Year, Outstanding Progress at the Education Business Awards and Outstanding Leadership Team at the Leadership Awards.

Ethos

St Joseph's is a Catholic school welcoming pupils of every faith or no faith. Pupils are educated in an atmosphere where Christian values and standards are recognised and established. The size of our classes means everyone receives the individual guidance and support they need to achieve their potential. Staff, pupils and parents form strong links, with a focus on both the academic progress and the well-being of each pupil. We encourage all pupils to develop an awareness of their own role in society.

Points of Entry

The main points of entry to the school are at age 3, 11, 13 and 16. Entry into the Senior School is by formal assessment, and around 60% of applicants to the Senior School are from maintained primary schools.

Leavers' Destinations

The majority of Sixth Form leavers go on to their choice of university to study a diverse range of subjects. Examination results are strong and improving year-on-year, however our focus is very much on producing young adults who also have skills for life such as confidence, social skills and a good understanding of the world around them.

Recent Developments

During the past six years the Governors have taken a number of measures to develop the College. In addition to becoming co-educational these include an emphasis on marketing and a substantial investment in facilities, buildings and staff. Consistently rising pupil numbers provide momentum for growth and the confidence to make further investment.

The Future

Looking to the future, St Joseph's will continue its ambitious plans to enhance and develop the College. However, we will ensure that as we grow, our caring ethos remains at the heart of the College. The warm and friendly nature, together with the way pupils display concern and respect for one another, are often commented upon by visitors and parents. We are proud of this and it is one of the most rewarding aspects of working here.

Our Mission and Aims

At St Joseph's, our mission is to encourage, inspire, challenge and support pupils to fulfill their potential in a community founded on Catholic Christian values.

We aim to develop life skills of compassion, commitment, collaboration, confidence and communication in each pupil, throughout each of their years at the school.

The College's ISI inspection took place in May 2022

The Educational Quality Inspection report examines the quality of the school's work and focusses on two key outcomes:

- The achievement of the pupils, including their academic development, and
- The personal development of the pupils.

Their key findings were that the quality of the pupils' academic and other achievements is good. They commented that 'pupils have a strong focus in lessons and work positively both as independent and collaborative learners'.

They found that the quality of pupils' personal development is excellent, noting that 'pupils have a very positive attitude towards supporting other people both within the school and wider community', and 'pupils embrace positively the diversity of their school and respect and value their differences.'

The school scored highly in other areas too, with inspectors praising the co-curricular opportunities offered by the school, noting 'pupils achieve success in a wide range of activities both within and beyond the classroom and they gain valuable new skills from their involvement'.



Regulatory Compliance Inspection Report

Regulatory compliance inspections from ISI focus on whether the school meets the Education (Independent Schools Standards) Regulations and the Early Years Foundation Stage Statutory Framework. These are the national standards for all independent schools. In each of the eight discrete areas, including all areas relating to safeguarding, the inspectors found that 'the standards are met'. This is the highest possible achievement under this current inspection framework and is a huge accolade.



Why St Joseph's?

At St Joseph's we offer:

- A safe and happy environment in which academic and social skills are developed
- Education for boys and girls from age 3 to 18
- A varied curriculum and excellent facilities
- A strong sense of community
- High academic reputation
- Wide range of extra-curricular activities including a strong tradition of music and drama

St Joseph's is staffed by teachers who combine the best in traditional educational values with a sharp awareness of what is appropriate for pupils who need to be prepared for the twenty-first century. Our pupils are encouraged to be confident, questioning, independent learners, whilst at the same time developing a moral and spiritual sense of purpose in their lives and in their studies.

Salary

The College has its own salary scales, with starting salaries dependent on the experience and qualifications of the successful candidates. Salary scales are reviewed annually by the Governors, to ensure they remain competitive. Annual salary is paid by bank transfer on the last working day of each month, in 12 equal monthly instalments.

Non-contractual benefits

School fee reduction

Staff at St Joseph's College (who are not employed on casual contracts) are eligible for a staff discount on basic tuition fees of 50% for full-time staff, pro rata for part-time staff, subject to their child(ren) meeting the entrance requirements.

Childcare vouchers

St Joseph's participates in the government's salary sacrifice childcare voucher scheme or government tax-free childcare scheme.

Pension

The college participates in a contributory pension for non-teaching staff. Further details are available from the Bursar's office.

Drinks and snacks

Tea, coffee and biscuits are available to all staff at break time, and there is access to hot drinks throughout the day. Snacks and light meals are provided to staff when working later in the evening for school events.

Lunch

A duty meal may be obtained from the Dining Hall between 12.00pm and 2.00pm.

Laptop

Teaching staff are loaned a school laptop to assist with their teaching and administration, and docking stations are available throughout the school.

Use of a private vehicle

Subject to a journey being approved by the Bursar or Head, staff can use their private vehicle for school journeys during working hours. The insurance will be under the school's insurance and staff can claim for mileage.

Car parking

All staff may park in the school car park, subject to the availability of a space. A valid school parking permit must be displayed clearly on the windscreen of any car parked onsite.

Counselling

Staff have access to a 24 hour telephone counselling helpline. In addition, the lay chaplain or visiting school counsellor may be able to see staff.

Legal advice

Staff have access to a 24 hour legal information telephone helpline, covering issues such as consumer rights, debt, tax and personal injury.

Healthcare helpline

A telephone based healthcare support service is available to all staff at no cost.

Swimming pool

Staff are permitted to use the school swimming pool during designated staff swimming sessions.

CPD and training

Professional development is nurtured and encouraged. The school has a full annual INSET programme and staff have access to the National College Platform. There is strong support for new teaching staff. Early Career Teachers can undertake their accredited ECT years through the Independent Schools Teacher Induction Panel and a number of members of staff have completed teaching qualifications whilst employed at St Joseph's.

Staff Room

There is a professional, friendly and supportive Staff Room, together with departmental workspaces throughout the school.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.





Appointment Procedure

- Applications will only be accepted from candidates completing the College Application Form in full, accompanied by a covering letter.
- The covering letter should illustrate specifically why you think you should be considered for this role, giving clear evidence of how your skills and experience meet the requirements of the role. You should give clear examples, and relate these to the job description and person specification.
- These should be emailed to recruitment@sjcr.org.uk or alternatively sent by post to Mrs Guest, HR Coordinator, St Joseph's College, Upper Redlands Road, Reading, Berkshire RG1 5JT. Electronic application is encouraged and preferred.
- **Closing Date: 9am, Monday 11 August 2025.**
Interviews are likely to take place in August 2025.
- All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current or most recent employer. For shortlisted applicants for teaching posts, references may be taken up prior to interview.
- St Joseph's College employs personnel who are best qualified for the post without discrimination in respect of age, disability, race, gender or native origin.
- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Successful applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.
- A copy of the College Recruitment, Selection and Disclosures Policy and Procedures can be found on the College website: <https://www.sjcr.org.uk/vacancies/>

Interview Process

- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.
- During your visit you should expect to attend a number of interviews with different members of staff. We will also assess your suitability to work with children.
- The interview may include other forms of assessment such as administrative tests, a presentation, or a demonstration of relevant practical or other skills.
- In addition to formal interviews there will also be an opportunity for shortlisted candidates to tour the College and to meet prospective colleagues.
- The College requests that all candidates invited to interview also bring with them:
 - A birth certificate, a current driving licence including a photograph and a passport
 - A utility bill or financial statement issued within the last three months showing the candidate's current name and address
 - Where appropriate any documentation evidencing a change of name
 - Proof of entitlement to work and reside in the UK

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.



How to find us

- St Joseph's College is situated in central Reading, near the University and the Royal Berkshire Hospital. It is close to the M4 (Junction 11) and has excellent transport links.
- If travelling by train, the school is approximately 20 minutes' walk from Reading Station, or alternatively there are a number of local buses that stop close by.
- To accurately locate the College entrance at 64 Upper Redlands Road on some GPS satellite navigation systems it may be necessary to use the postcode RG1 5JP.

