



# Clerk to the Local Governing Board RECRUITMENT PACK

Proud to be part of the



Forest of  
Dean Trust

# Introduction



Dear Candidate,

Firstly, I would like to take this opportunity to thank you for taking an interest in joining us at Dene Magna School.

As you explore the information in this pack and consider a visit to our school, we hope you'll see why Dene Magna is such a remarkable place to learn and work. Our school is committed to the goal that "each and every learner shall achieve their maximum potential and enjoy the process," and we take immense pride in our community.

As an outstanding, successful, oversubscribed, and high-achieving school for students aged 11-18, Dene Magna is full of character, personality, and soul. We are a proud member of the Forest of Dean Trust, which also includes Drybrook Primary School and Forest View Primary School. Nestled in a picturesque setting, our location offers an easy commute from Cheltenham, Gloucester, Hereford, Bristol, and the surrounding cities.

We warmly invite you to arrange a visit to our school for a chat before you apply. Please contact us at 01594 546030 or email [vacancies@denemagna.co.uk](mailto:vacancies@denemagna.co.uk) to set up an appointment. To apply, download our application form from the vacancies page on our website, and send it along with a cover letter detailing why you are the ideal candidate to [vacancies@denemagna.co.uk](mailto:vacancies@denemagna.co.uk) by the closing date. Interviews will be scheduled based on suitability and availability.

This is a wonderful opportunity, and we look forward to hearing from you!

Best regards,

A handwritten signature in black ink that reads "Declan Mooney".

Declan Mooney  
Head Teacher



# About the Trust



## Who are we?

The Forest of Dean Trust is built on collaboration, challenge and support. We are passionate about achieving the best possible outcomes for the students and communities we serve.

We are three schools situated in the Forest of Dean, Gloucestershire. Our Schools include Dene Magna (a secondary and sixth form), Drybrook Primary and Forest View Primary schools. All our schools have been graded Good or Outstanding by OfSTED in their most recent inspections.

We are ambitious and want our trust to continue to grow, but we are mindful that this growth should be done at the right pace and for the right reasons.



# About Dene Magna School

Dene Magna is a Secondary and Sixth form school based across two sites in Micheldean and Cinderford. We have around 1,200 students in KS3, 4 and 5.

We work with our community and know that raising aspirations and supporting the pursuit of dreams is not straightforward. We listen, challenge and support and we know that everybody experiences a different journey. There is a genuine partnership between students, staff and parents/carers to support the pursuit of our vision. We have a relentless focus on excellent teaching and learning and, alongside our house system and a healthy dose of fun, we know that our community continues to thrive.

Our school is founded upon the collective pursuit of our leading aim and our students know what that leading aim is. We know that life throws us many challenges and we aim to work in partnership so that we can learn about what lies ahead and prepare ourselves for our role in not just modern Britain, but the world. Progress is rarely linear, in life and school, and we are passionate that our broad and balanced curriculum complements our pastoral care and pedagogy.

*Each and Every Learner Shall  
Achieve their Maximum Potential & Enjoy the Process*

Dene Magna is built upon excellent relationships, honest conversations and unwavering support to get the best out of each other. Staff work together to improve their teaching, students are actively involved in leadership across the school and parents are listened to and supported in our shared journey.

The modern world is a complex place and we seek to equip our students with the skills to thrive and to make a difference. We acknowledge that teenage years are a minefield to navigate and we support parents/carers in their journey, but we relish the opportunity we have been given to influence the lives of young people in the Forest of Dean.

If you visit Dene Magna you will see that there is a simple, common-sense approach to working with young people that is founded on giving and getting respect. Our staff love their jobs and we work hard to instil that love of our school into our students and the wider community. We are very serious about our role within the community and we are an active presence within it.



HeadTeacher - Mr Mooney

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[www.denemagna.co.uk](http://www.denemagna.co.uk)





Forest of  
Dean Trust

# Job Description

## Clerk to the Local Governing Board

**Contract** - Part time, permanent contract

**Hours** - 5 x meetings per school year plus administration time (totaling 58 hours per year)

**Salary** - Grade 6, point 15 (£30,024 full time rate), pro rata equivalent FTE 0.03, £900.72 per annum

**Responsible to** - Headteacher

### PURPOSE OF THE JOB

The Clerk to LGB supports effective governance for the local governing body by coordinating work across the school's LGB levels of governance and advising on constitutional and procedural matters. The Clerk to LGB manages compliance, ensuring the school adheres to its governing documents and the regulations set out by its regulators. The Clerk to LGB supports the Clerk to the Trust in the effective operation of the trust, and works to uphold and promote its vision and values.

### DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed below are indicative of the tasks the Clerk to the LGB will perform, and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise.

- Organise LGB meetings, ensuring coordination and effective communication
- Work with the LGB chair and the headteacher to formulate meeting agendas
- Advise individuals when they are required to present and report to the LGB
- Collect, organise and distribute agendas, minutes, reports or other relevant documentation from standard trust templates ahead of and after meetings, within the required timeframes.
- Ensure that all meetings are minuted, that meeting minutes are certified, and that appropriate records are maintained
- Ensure that draft copies of documentation such as meeting minutes and action logs are shared with and approved by the LGB Chair before wider distribution
- Keep accurate records of matters, actions and decisions arising from meetings, and follow up on these as required
- Establish, implement and monitor the election and appointment process for new committee members
- Support the effective induction of new members, including confirming that DBS checks are in place
- Advise on governance matters, including procedural issues
- Ensure LGB meeting arrangements reflect best practice
- Maintain registers of committee members, declarations of interest, meeting attendance records and skills audits
- Liaise with the Clerk to the Board of Trustees as required and provide documentation as required, such as policy approvals, records of meetings, registers and any changes for website publications



# Skills and Experience

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• 5 A*-C GCSE's or equivalent including English and Maths</li> <li>• A willingness to attend appropriate training and development</li> <li>• A willingness and ability to keep up to date with appropriate legislation, guidelines and effective techniques</li> </ul>	
Knowledge, abilities, skills and experience	<ul style="list-style-type: none"> <li>• Confident and proficient in the use of computer packages including Microsoft and Google</li> <li>• Good verbal and written communication skills, especially listening and literacy skills</li> <li>• Highly organised with own time and working to deadlines</li> <li>• Ability to organise meetings</li> <li>• Ability to maintain record systems, both manual and computerised, information retrieval and disseminate information</li> <li>• Ability to work constructively as part of a team</li> <li>• Ability to use own initiative and be self-motivated</li> </ul>	<ul style="list-style-type: none"> <li>• Experience/knowledge of governance, ideally in an educational setting</li> <li>• Use of internet to access relevant information</li> <li>• Knowledge of governing body procedures</li> <li>• Knowledge of educational legislation, guidance and legal requirements</li> <li>• Knowledge of Data Protection legislation</li> </ul>
Personal qualities and attributes	<ul style="list-style-type: none"> <li>• Good interpersonal skills and be an effective communicator with an ability to establish positive relationships with staff and governors</li> <li>• Personal integrity</li> <li>• Ability to maintain strict confidentiality, working with discretion and objectivity</li> <li>• Attention to detail</li> <li>• Excellent organisation</li> <li>• Have a flexible approach to working hours</li> <li>• Be sympathetic to the needs of others</li> <li>• Shows a personal commitment to safeguarding and appreciates the significance of safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to contribute suggestions and ideas to improve efficiency and effectiveness of work procedures</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Must be able to work at times convenient to governors, including evening meetings</li> <li>• Must be able to travel to meetings</li> <li>• Must be available to be contacted at mutually agreed times</li> <li>• Must satisfy relevant pre-employment checks including DBS clearance</li> <li>• Provide two supportive work related references</li> </ul>	



# Benefits

We believe that to provide the best teaching and learning experience to our students we should invest in our staff, and insure they are supported in delivering great experiences, that will shape our students growth.

Supported by the Trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of all staff, including work-life balance.

## Pension Scheme

At the trust, we value your future. That's why we offer membership to the Local Government Pension Scheme (LGPS) to all staff. The LGPS is one of the UK's largest and most generous public sector pension schemes, providing you with a secure and reliable income in retirement, employer contributions, and a range of valuable benefits for you and your family.

## Other staff benefits

- Competitive, benchmarked salary
- Supported professional development pathways for all staff
- Family-friendly policies
- Flexible working for appropriate roles
- Membership to industry benefit scheme - Blue Lights, offering discount
- Free access to the Gym out of hours at Dene Magna School
- Access to our Employee Benefits Package - Perkbox, which includes access to discount codes, medical appointments online and celebration system



# Are you interested?



## Application

To apply for this position, please complete an application form which can be found at <https://www.denemagna.co.uk/page/?title=Vacancies&pid=109>

Please send this application form to [vacancies@denemagna.co.uk](mailto:vacancies@denemagna.co.uk) along with a covering letter explaining why you think you would be a great fit for the position.

Applications must be received no later than 9:00am on Friday 3<sup>rd</sup> July 2026. Applications received after this date will not be considered.

If you have any questions about the role, or recruitment process please contact us on [HR@fodt.co.uk](mailto:HR@fodt.co.uk).

## Interview Process

Interview dates will be confirmed. Shortlisted candidates will be invited by email to attend an interview.

References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification - this will be confirmed when we send you an interview schedule nearer the date, along with any prior preparation you can complete.

## Safeguarding

Forest of Dean Trust and its Schools are committed to safeguarding and promoting the welfare of children and young people and would expect all staff to share this commitment. The school believes in equal opportunities and encourages all staff and children to be treated similarly, unhampered by artificial barriers or prejudices or preferences.

As a Trust we are committed to safety awareness and we undertake the following procedures:

- We have DSL's trained to an enhanced level.
- All staff will require an enhanced DBS check, section 128 check and the prohibition register will be checked. We also have staff trained in Safer recruitment.
- We will conduct online searches (including social media) for all shortlisted candidates.
- Our Child Protection Policy can be found on our website under Policies.

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