



TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



Information for Candidates Clerk to the Governors

November 2026

Permanent / Part-time

3 days per week (7.5 hours per day) term-time only contract
plus a bank of 135 hours to be worked flexibly during the School holidays

Truro School, Trennick Lane, Truro, TR1 1TH
www.truroschoool.com, recruitment@truroschoool.com

Established in 1880, Truro School is Cornwall's leading independent schools for girls and boys aged 3 to 18

From Kieran Topping Chief Operating Officer



Dear Candidate,

Thank you for your interest in the role of Clerk to the Governors and Truro School Foundation here at Truro School.

Our School is steeped in 140 years of history, and is Cornwall's leading coeducational independent school for children aged 3-18. We are situated over two campuses. The Senior School educates around 840 pupils and is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral. The Prep School educates around 300 pupils and is located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational ambitions.

Our Cornish setting allows us the privilege of working in a thriving city surrounded by beautiful rural and coastal opportunities. Our educational philosophy is to promote inclusive excellence, academically, pastorally and via a vibrant co-curriculum, for all who join our school.

Underpinned by a welcoming and liberal Methodist ethos, we champion the values of curiosity, courage, creativity, compassion and confidence in all we do. We want all our pupils to be and to become the very best of themselves, embracing the richness of a broad and forward-thinking education. We want our staff to be excited by what we are able to provide for the children under our care.

We are an excellent co-educational school that is large enough to offer many diverse and exciting opportunities, but small enough to know our children and families well. We champion an ambitious, broad and balanced education, and we hope that everybody who joins us will feel an important part of this flourishing community.

For a flavour of life here at Truro School please look at our website www.truroschoo.com and view our virtual tour, where you will see and hear from staff and pupils, and find a glimpse of who we are and where we work.

A handwritten signature in blue ink, appearing to read 'Kieran Topping'.

Kieran Topping
Chief Operating Officer

Job Description: Clerk to the Governors and the Truro School Foundation

RESPONSIBLE TO: Chair of Governors

Grade: NT5

The Purpose of the Role:

As Clerk to the Governors the postholder is central to the effective operation of the Governing Body. The postholder works directly with the Chair of Governors, the Head, the Chief Operating Officer, and closely with all Governors, Committee Chairs, and the wider Senior Leaders to ensure that governance business is planned, recorded and followed up to a high standard. The Clerk provides informed advice on constitutional, procedural, regulatory and governance matters, supports the flow of information between the School and its Governors, and helps ensure that the Governing Body remains focused on strategy, accountability, compliance and the long-term interests of Truro School.

Truro School is part of the Methodist Independent Schools Trust and serves pupils aged 3–18 across Nursery, Prep, Senior and Sixth Form provision. The Clerk will support governance that reflects the School's values, charitable purpose, safeguarding responsibilities and commitment to inclusive excellence.

Key Duties and Responsibilities:

Governance, strategy and constitutional advice

- Provide impartial advice and guidance to the Chair, Governors and committees on governance, constitutional and procedural matters, including the relevant legal and regulatory framework for independent schools and charities.
- Support the Chair in ensuring that the Governing Body focuses on strategic oversight rather than operational management and provide constructive guidance where governance boundaries require clarification.
- Help ensure that governance is carried out effectively and efficiently in accordance with the School's governing arrangements, the Methodist Independent Schools Trust governance framework, statutory requirements and recognised good practice.
- Support the Chair, Committee Chairs, the Heads, the Chief Operating Officer and senior leaders in planning the annual governance cycle, including meetings, committee business, Governor training and strategic discussion.

Meetings, agendas, papers and minutes

- Plan, arrange and attend meetings of the Governing Body and its committees, whether in person or remotely, ensuring that meetings are well structured, purposeful and appropriately supported.
- Work with the Chair, Committee Chairs, Heads, Chief Operating Officer and relevant senior leaders to agree agendas and ensure that papers are prepared, collated and circulated in a timely and consistent format.
- Produce accurate, concise and objective minutes that record key points of discussion, challenge, decisions, resolutions, delegated authorities, actions, owners and timescales.

- Maintain a clear record of attendance, apologies, declarations of interest, decisions and actions, and liaise with the Chair and senior leaders between meetings to monitor progress.
- Support meetings of working groups, advisory groups, panels or other governance bodies established from time to time, including arranging meetings, preparing papers and recording outcomes.

Governor membership, recruitment, induction and development

- Maintain accurate records of Governors and committee members, including terms of office, appointments, reappointments, resignations, committee membership, nominated responsibilities and attendance.
- Support the Chair and relevant committees with Governor recruitment, succession planning and the maintenance of a skills, experience, diversity and training matrix.
- Coordinate induction and onboarding for new Governors and committee members, including access to key policies, governance documents, training, meeting schedules and school context.
- Ensure that all required checks, declarations and registrations for Governors are completed and recorded, including identity, right to work where applicable, safeguarding checks, declarations of interests and any Trust or regulatory requirements.
- Identify, circulate and help organise appropriate Governor training and development opportunities, including guidance from AGBIS/ISBA, MIST and other relevant bodies.

Compliance, safeguarding, risk and records

- Provide governance support to help the Governing Body understand and fulfil its responsibilities in relation to education, safeguarding, charity governance, inspection, data protection, equality, health and safety, risk and other relevant compliance requirements.
- Maintain, or oversee the maintenance of, key governance records including policy approvals, terms of reference, registers of interests, training records, safeguarding records, complaints records and formal decisions.
- Oversee the governance aspects of the School's policy review cycle, ensuring that policies are scheduled, reviewed by the appropriate leaders and presented to Governors or committees for approval where required.
- Support the review and maintenance of risk, audit and compliance registers, ensuring that relevant matters are reported to committees and the Governing Body at appropriate intervals.
- Act as a key point of liaison with MIST, AGBIS/ISBA, the Charity Commission and other advisers or bodies as appropriate, ensuring relevant guidance and updates are shared with Governors and senior leaders.

Communication and information management

- Maintain effective communication with Governors and committee members between meetings, responding to queries and ensuring that relevant information is shared promptly and appropriately.
- Maintain and update governance information systems, including Governor portals, shared records, meeting timetables, governance calendars and relevant website content where required.

- Coordinate information about school events, Governor visits, briefings and training opportunities, supporting Governors to understand school life while maintaining appropriate strategic boundaries.
- Support the Chair and Governors with communications involving staff, parents, MIST, regulators or external parties, taking advice from senior leaders or professional advisers where necessary.

Complaints, appeals, panels and sensitive governance matters

- Support the Chair in convening panels to hear complaints, appeals, grievances or other matters requiring Governor involvement, including identifying independent panel members where required.
- Organise panel meetings or hearings, prepare and circulate papers, ensure that the relevant policy or procedure is followed, and produce accurate records of proceedings and outcomes.
- Maintain appropriate records of formal complaints, appeals and panel decisions, ensuring confidentiality, data protection and retention requirements are observed.
- Liaise with legal advisers, MIST, senior leaders or other professionals as necessary in relation to the conduct of panel hearings or sensitive governance matters.

Governance review, effectiveness and continuous improvement

- Facilitate regular review of governance effectiveness, including board self-appraisal, committee reviews, skills audits, training records and agreed improvement actions.
- Maintain a clear audit trail of governance decisions, challenge, scrutiny, follow-up actions and evidence of compliance.

Truro School Foundation Governance Support

As Clerk to the Truro School Foundation the postholder is integral to the effective operation of a charity whose dedicated purpose is to widen access to, and opportunity within Truro School. The Foundation's principal purpose is to secure means tested bursary awards to bring pupils of ability and potential into the School who would otherwise be unable to benefit from its opportunities. The postholder works closely with the Chair of The Foundation, its Committee members, the Head, the School's External Relations and Partnership leads, and all in the community who drive its philanthropic mission.

Act as the Clerk for the Truro School Foundation, ensuring the smooth running of the Foundation's day-to-day operations, including:

- Ensuring compliance with legal, regulatory and governance requirements.
- Organising termly or extraordinary meetings and taking minutes with accuracy and clarity.
- Preparing documents on a timely basis, such as scheduling meetings, preparing agendas and circulating relevant documents.
- Maintaining accurate records of the Foundation's activities.

Person Specification:

Essential:

- Company Secretary qualification or substantial relevant experience
- Proven track record of supporting boards and committees with non-executive members
- Proven track record of delivering work to a high standard
- Experience of minute-taking and producing well-written, concise documents and correspondence
- Understanding of the education sector, charity law and public benefit
- Highly motivated, personable and energetic
- Ability to understand and contribute to strategic planning
- IT literate, including Microsoft Word, Excel, databases and other computer systems
- Ability to plan, organise and prioritise work to meet deadlines
- Excellent written and verbal communication skills
- Good employment record with satisfactory references
- Ability to provide clear, impartial advice

Desirable:

- Educated to degree level or equivalent
- Professional qualification relevant to governance, company secretarial practice, administration or education
- Experience of working within the charity sector
- Experience of working within the education sector

Additional:

- Hours of work are 3 days per week during term time and a bank of 135 hours to be worked flexibly during holidays.
- This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. This role may involve direct responsibility for children and daily contact with students. The successful candidate will be subject to all relevant pre-employment checks, including an enhanced Disclosure and Barring Service (DBS) check.

We embrace diversity and promote equality of opportunity. We welcome applications from all sections of the community.



Truro School

Our Motto

Esse Quam Videri, meaning 'to be, rather than to seem to be.'

Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and adults can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

Our Values

From nursery through to Sixth Form, the values our community nurtures are:

- **Curiosity** to always want to discover and learn more, academically and more widely too.
- **Confidence** to build resilience by learning from both successes and failures alike.
- **Compassion** to understand and champion the needs of others, in our community and beyond.
- **Creativity** to be imaginative in how we express ourselves and approach new challenges.
- **Courage** to enjoy becoming the very best of who we are, with integrity and ambition.

Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs. The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.

Academic Life

Many of our pupils at Truro School celebrate exceptional results as they prepare to move on to the next stage of their lives, education and career. Our Upper Sixth pupils enjoy places at some of the best universities in the world including Oxford, Cambridge, and a range of Russell group and international universities.

53% of GCSE and iGCSE grades in 2026 awarded were 9-7 (or A/A), with 19% at grade 9.*

In the same year, we were pleased to report 49% of A-Levels were graded A/A. Furthermore, 80% of all A-Level grades were graded at A*-B.*

Further information can be found here:

GCSE results: www.truroschoo.com/senior-school/academic/results

A Level results: [A-Level Results at Truro School Sixth Form | Independent School, Cornwall, UK](#)

The Co-Curriculum

We believe that a rich co-curricular life is a key ingredient of an excellent education. Whilst having fun, participating in a wide range of activities, without academic pressures, pupils broaden their horizons and learn a new skill or extend existing skills. This develops confidence, self-esteem, teamwork and independent-thinking, communication skills and social development across all year groups.

Sport

Truro School has an enviable reputation for the high quality of its sporting provision. Several teams compete nationally and the School hosts elite sportspeople in the fields of windsurfing, fencing and sailing to name but a few. All abilities are welcome and every pupil is encouraged to participate and enjoy a healthy lifestyle.

Music

Truro School is one of the busiest and most vibrant music departments in the country and is home to the Truro Cathedral choristers. We host over 60 concerts each year involving ensembles, choirs and bands. Tuition is available for numerous instruments. Over a third of our school undertake instrumental or vocal lessons each week from 30 of the county's top specialist teachers.

Drama

Truro School is renowned for the quality of its drama productions which are held in our Burrell Theatre. The school runs a number of major productions throughout the year including an annual whole school play or musical, an annual sixth form drama project (including performing at the Edinburgh Fringe Festival every two years) and the junior play in the summer term.

Cornwall

Truro School is located in the county of Cornwall, in southwest England. It is surrounded almost exclusively by water which makes it ideal for those who love to spend their downtime at the beach, surfing, sailing, windsurfing or just enjoying a coastal walk. With the nearest beach only a 15-20 minute drive either north or south from Truro School, it is most certainly a life style choice of many. Take a look at www.visitcornwall.com for more information about how to get here, where to stay and what's on.



TERMS OF APPOINTMENT

If you are appointed to the role, a formal offer will first be made verbally and then followed up with an offer letter and contract of employment. The following are for guidance and may or may not be available at the time of offer. Benefits are subject to change from time to time.

- Competitive salary based on the Truro School Salary Scales
- Excellent pension scheme
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Access to a wide range of books, magazines and DVDs through the School library
- Free parking
- Discounted school fees
- Free term time school lunches and refreshments
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities.

Terms of Employment

- This role is a permanent, term time only plus position.
- Hours of work are 3 days per week (7.5 hours per day) during term time (34 weeks per year) plus a bank of 135 hours to be worked during the school holidays

Salary

- This role is graded NT5 on the Truro School Operations, Professional and Support Staff Scales.
- The salary for this role is between £17,731 pa and £21,028 pa (based on an FTE of 0.5172), which equates to 3 days (7.5 hours per day) per week during term-time and a bank of 135 hours to be worked flexibly during the school holidays. The FTE salary is between £34,283 pa and £40,659 pa.

Pension Scheme

As part of its commitment to supporting staff in saving for retirement, Truro School offers a workplace pension scheme through Legal & General. Employees who contribute the minimum of 5% of salary benefit from a 10% contribution from the School.

Employee Assistance Program/Employee Benefits Platform

Truro School utilises Help@Hand as our EAP provider so all employees have access to a 24/7 helpline and website support. In addition, this platform gives to access hundreds of discounts, offers and savings from high street retailers to holidays, Marks & Spencer to Bloom & Wild.

Other Employment Checks

The offer of employment will be conditional upon satisfactory receipt of the following;

- | | |
|---|---|
| 1. Proof of right to work in the UK | 5. Overseas criminal record check (if you have resided or |
| 2. Enhanced criminal background check (DBS) & Barred List check | worked out of the UK in the past 3 years) |
| 3. Two satisfactory references | 6. TRA and section 128 check (if applicable) |
| 4. Evidence of qualifications held | 7. Fit to Work Questionnaire |
| | 8. Acceptable self-disclosure form |



APPLICATION PROCESS

To apply for this position, you will need to complete and submit a formal application using our Truro School application form. We are unable to accept any CVs. This should be emailed to recruitment@truroschool.com or mailed to the School address.

Through the submission of your application form you should demonstrate your qualifications, skill, and experience in relation to the role you are applying for. This information will be assessed against the requirements detailed in the job description.

Once the closing date for applications has been reached we will shortlist applicants and you will be contacted in order to either be invited to interview or to be notified that you have not been successful this time. Our shortlisting process utilises anonymised application form in order to avoid any bias. If you are called for interview you will be asked to provide your right to work in the UK evidence, complete a self-disclosure form and provide a copy of your qualifications. Additional selection methods such as a presentation or activities/tasks may be used and you will be notified in advance if that is the case.

References may be taken up prior to interview.

All applicants must be prepared to have a Disclosure and Barring Service (DBS) check and undergo any other appropriate child protection screening including checks with past employers.

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self-disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit:

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

and/or view the flowchart on our employment webpage.

Candidates who have a disability or any other special requirement should let the school know so that reasonable adjustments can be made during the recruitment process.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

We look forward to receiving your application.