



STONYHURST
CANDIDATE
Information Pack

Clerk to the Governors

1,000

ACRES OF BEAUTIFUL
COUNTRYSIDE

35,000

ARTEFACTS WITHIN
OUR MUSEUM

2

INDOOR GRAND SLAM
TENNIS COURTS

5

LIBRARIES ACROSS
THE STONYHURST
CAMPUS

Founded
1593

NEW
GOLF SIMULATOR
ROOM

1

ON-SITE
SHOOTING
RANGE

22

SPORTS
PITCHES

7

CHAPELS

2

THEATRES

9

HOLE GOLF
COURSE

Contents

- 1 Welcome to Stonyhurst
- 2 Letter from the Headmaster
- 3 Working in a Jesuit School
- 4 Jesuit Profile
- 5 Our Mission and Values
- 6 Our Commitment to Staff Development
- 7 The Role
- 8 Key Tasks and Responsibilities
- 9 Key Tasks and Responsibilities Continued
- 10 Person Specification
- 11 Person Specification Continued
- 12 Staff Benefits
- 13 Key Information
- 14 Application Process
- 15 Our Commitment to Safeguarding & Pre-employment Checks
- 16 A Day in Pictures



STONYHURST



Welcome to STONYHURST

Stonyhurst College is the UK's leading Catholic co-educational boarding and day school for pupils aged 3-18. Boarding is from the age of 7.

At the College, there are approximately 650 pupils aged 11-18, two thirds of whom are boarders. At Stonyhurst St Mary's Hall, the adjacent dedicated preparatory school, there are around 200 pupils aged 3-11. Stonyhurst is set in stunning countryside, near the Ribble and Hodder rivers and the beautiful Trough of Bowland. Manchester is only about an hour away by road or rail. The market town of Clitheroe is four miles away, and we are 12 miles from the city of Preston. The Lake District can be reached in about an hour, and the Yorkshire Dales are even closer.

Stonyhurst has a fascinating heritage, being the oldest continuously active Jesuit school in the world. It was founded in St Omer, Northern France (then the Spanish Netherlands), in 1593, and moved to its present site in Lancashire's beautiful Ribble Valley in 1794. Throughout the years of religious persecution in England, Stonyhurst educated the boys of the English Catholic aristocracy and gentry.

The College's Ignatian mission and identity, and its sense of family, set Stonyhurst apart from other schools. Pupils are urged to do as much as they can (*Quant Je Puis*) for other people following the example of Jesus Christ and following in the spirit and charism of the Jesuits. The College prepares young people to change the world for others.

Stonyhurst is a family where heritage and innovation are fused to inspire young people to be agents of change in the world.



STONYHURST



Letter from THE HEADMASTER

The focus of a Jesuit education is on human excellence and this provides us with our mission. As the oldest continuously existing Jesuit school in the world we have the privilege and responsibility to live this mission in the most authentic way possible. This is an exciting time in the history of Stonyhurst, with a new strategic plan committed to the highest quality of Jesuit formation and the continuous development of our historic Estate over the coming years.

Working at Stonyhurst College and St Mary's Hall offers an outstanding opportunity to help young people change the world for others. We offer a warm and nurturing environment, balancing the best of our history with ambitious aims for the future. Academic excellence, faith that does justice, perspectives and horizons and sustainability and accessibility form the themes of our work. Each school year brings new challenges and opportunities.

Our pupils are stretched and challenged by inspirational teaching and we take great pride in ensuring our staff and pupils are "men and women for others". Central to the safeguarding and well-being of our pupils is our talented and committed

staff body, both inside and outside the classroom. Our teachers share a passion for education and young people whilst our support staff engage children at all levels, combining to create a diverse learning culture and home for our pupils. We offer an unrivalled range of co-curricular options and colleagues from all areas are encouraged to be involved in the many wonderful trips, expeditions, fixtures, societies, concerts and plays.

Stonyhurst employs around 300 salaried staff, of whom nearly 40% are academic. In 1999 we opened our doors and admitted girls of all ages on the same term as boys, becoming a fully co-educational school. Reflecting the constitution of our co-educational pupil body, over half of our academic staff are female.

As Headmaster, my commitment to our staff and pupils is that they are given every opportunity to thrive and flourish during their time as part of our school community.

Thank you for your interest in Stonyhurst. I hope that this information pack will encourage you to go ahead with an application that may lead to your career development in this vibrant and supportive community.



John Browne Headmaster



WHY YOU SHOULD JOIN A TEACHING TRADITION *that stretches back nearly 500 years*

If you come to work at one of the eleven Jesuit schools in Britain you will become part of a wonderfully rich educational tradition that is five centuries old and spans the globe. The Society of Jesus, founded by St Ignatius Loyola, opened its first school in 1548 in Messina, Sicily, and today there are over 2,000 Jesuit and associated schools, large and small, in almost every country in the world, working with over one million young people. As a global organisation with a worldwide mission, whichever Jesuit school you work in, in whatever part of the world, you will have shared goals and be supported in your common mission. These goals can be summarised in the following way.

In Jesuit schools we are committed to developing excellence in our young people, but always understood as human excellence. Whilst we want every young person to achieve their academic potential, there is more to being human than passing exams. We encourage our students to develop deep-

rooted qualities of both heart and mind, and to be compassionate and committed to working for a just world. A Jesuit school is judged not simply by its academic results but also by how its school leavers grow to be competent, caring and committed adults.

Concern for social justice is high on our list of priorities and in school we provide opportunities for our students to reflect on injustice, to develop their conscience and to make informed choices. When and where possible these choices should lead to action in school, in local communities, and in wider society. A particular concern for all Jesuit schools is care for creation and ecological concerns.

We live in a plural society and world, and this diversity and difference is welcomed and understood in our school communities as gifts to be celebrated in order to create a more inclusive society.

Like all good schools we seek to build strong and caring communities, but in Jesuit schools we have a particular

commitment to caring for the individual. We recognise that people are different and we want to accompany our young people as individuals, recognising their particular gifts, talents, strengths and weaknesses, and giving them hope for the future.

Jesuit schools are Catholic, and like Catholic schools throughout the world we share a commitment to helping parents bring up their children, encouraging reflection, prayer, religious commitment, and service to others. In this we are inspired by and faithful to the Gospel of Jesus Christ. We welcome those who are Catholic, from other Christian Churches, and those who belong to other faith or religious traditions or are of no religious tradition. Anyone who wishes to teach or learn at one of our schools must come with an open mind ready to appreciate and learn from the Christian message and that of other traditions.

John Stoer



STONYHURST

Jesuit PROFILE

The Jesuit Profile has been developed by the schools of the British Jesuit Province as a successor to the Jesuit School Leaver Profile published in 1995. The new Jesuit Profile was launched in the schools in the autumn term of 2013. The JP proposes eight pairs of virtues that sum up what a pupil in a Jesuit school is growing to be.

Pupils in a Jesuit school are growing to be...

Grateful for their own gifts, for the gift of other people, and for the blessings of each day; and **generous** with their gifts, becoming men and women for others.

Attentive to their experience and to their vocation; and **discerning** about the choices they make and the effects of those choices.

Compassionate towards others, near and far, especially the less fortunate; and loving by their just actions and forgiving words.

Faith-filled in their beliefs and **hopeful** for the future.

Eloquent and **truthful** in what they say of themselves, the relations between people, and the world.

Learned, finding God in all things; and **wise** in the ways they use their learning for the common good.

Curious about everything; and **active** in their engagement with the world, changing what they can for the better.

Intentional in the way they live and use the resources of the earth, guided by conscience; and **prophetic** in the example they set to others.





Mission

Stonyhurst is a **Jesuit Catholic School** with a **tradition of excellence** that seeks to **develop the full human potential** of its pupils to **live lives of faith and justice** as **citizens of the world**.



Vision

Through our mission, values and identity we thrive.
Our pupils and our people, **all that they can be**.



STONYHURST

Quant Je Puis



Values

TRUST

We are open, honest
and transparent.
We are accountable.
We are empowered &
free to act.

TEAM

We are aligned.
We help one another.
We are one Stonyhurst
Community.

ACTION

We are decisive.
We set goals and achieve them.
Everything we do is in service
to the needs of our young
people.

Our Commitment

TO STAFF DEVELOPMENT

Our objective is to care for our people, whose role is to enable our children to become all they can be. It is recognised that the success of Stonyhurst depends on our employees, and every role plays an important part in the vision we have for our pupils.

We are committed to providing each member of staff a path of personal and professional development, designed to help you work towards reaching your potential.

We encourage our employees to pursue further training and professional development in order to continuously improve, and aim to provide learning opportunities in order to assist staff where possible.

We believe that attracting and retaining high-calibre staff is fundamental to the effectiveness and efficiency of both the individual and Stonyhurst.



STONYHURST



THE *Role*

The role of Clerk to the Governors is extremely important. The Clerk is directly responsible to the Chair of Governors, and the two will communicate regularly regarding the operation of the Governing body. The Clerk will work with the Chair to improve the quality and efficiency of governance and will support the Board in fulfilling their roles as Governors and Trustees.

This is an ideal opportunity for a highly organised professional to play a pivotal role at the heart of our School's leadership. As the Clerk to Governors, you'll be a trusted partner, ensuring the seamless operation of our Governing body. The ideal candidate will be able to navigate complexities with diplomacy and maintain high standards of integrity and confidentiality.

The Clerk is the Governors first point of call for all matters of governance of the schools, providing professional support and advice.

The role is flexible, part-time and on an annualised basis is anticipated to cover 840 hours, approx. 3 days per week, term time plus 12 days in non-term time. Governor meetings are generally held during the day-time on weekdays (Mondays and Fridays) during term time, therefore, the role is predominantly term time only with 4 additional weeks worked at other times during the year with an average of 20 per week.



KEY TASKS AND *Responsibilities*

- Ensuring that governance is carried out in accordance with the Governing Instrument for the school, providing timely advice and guidance to the Governing Body.
- Preparing, reviewing and updating additional governance protocols.
- Attending all Governing Body meetings, either in person or remotely.
- Regularly assess, design and implement induction procedures and training of new governors. Organising & recording agreed and appropriate training for all governors
- Ensuring that all governors are aware of their statutory responsibilities, especially their responsibility for the safeguarding of all pupils at the school:
- In addition to matters of statutory compliance, ensuring compliance with instructions of the Charity Commission and Companies House.
- Liaising with the offices of the British Jesuit Province as required, in particular, the Provincial and the Delegate for Education.
- Working with the Chair and with any Committee that might have been established for this purpose, ensuring that an appropriate process exists for succession-planning for the Governing Body, maintaining a skills matrix and advising the Chair accordingly.
- Organising and making appropriate arrangements for the establishment of any panels of the Governing Body that may from time to time be required to hear appeals or to deal with complaints or grievances (including the identification of independent members to join these panels where appropriate).



KEY TASKS AND *Responsibilities* *continued*

- Ensuring the efficient functioning of governance communications, agendas, minutes, audits and action logs. Providing a communication statement from the Chair after each board meeting for circulation to all staff.
- Maintaining and enhancing the online library of information on Teams for all governors and Executive Officers.
- Working with the Chair and with any Committee that might have been established for this purpose, ensuring that an appropriate process exists for succession-planning for the Governing Body, maintaining a skills matrix and advising the Chair accordingly.
- Ensuring regular communication take place with the Finance & Operations Director and his/her team as appropriate
- Following instructions from the Governing Body regarding routine appraisal of the Heads and the Finance & Operations Director.
- Maintaining full and appropriate records of all governance activity.
- In partnership with the HR team, conducting pre-engagement checks for all new governors, on behalf of the Chair of Governors.



PERSON *Specification*

Qualifications, Training and Experience	Essential	Desired
Company secretary or Corporate Secretariat professional qualification or strong experience OR Legal professional qualification or strong experience	✓	
Experience of Governance in Schools or similar institution		✓
Experience in the independent school sector		✓
Understand and work in compliance with Child Protection and Safeguarding legislation and policy (training will be provided)	✓	
Willingness to attend the National Training Programme for Clerks or equivalent	✓	
Personal Attributes	Essential	Desired
Integrity	✓	
Be able to maintain and understand the importance of strict confidentiality	✓	
Be sympathetic to the needs of others	✓	
Be supportive and understanding to the needs of the Governors, the Heads and the Finance and Operations Director	✓	
Have an openness to learning and change	✓	
Have a positive attitude to personal development and training	✓	
Have excellent interpersonal skills	✓	
Have a highly developed awareness of the responsibilities of working in an environment with young people	✓	



PERSON *Specification*

Skills, Knowledge and Understanding	Essential	Desired
Strong listening, verbal and literacy skills	✓	
Diplomacy and ability to involve all key stakeholders as relevant	✓	
Ability to write agendas and accurate, concise minutes	✓	
Proficient computer skills	✓	
Excellent organisational and administration skills with meticulous attention to detail	✓	
An understanding of the line between executive management and governance	✓	
Knowledge of procedures and practices for a school governing body	✓	
Knowledge of the roles and responsibilities of the Board and senior management team, and an ability to develop and maintain positive working relationships with both groups		✓
Willingness to work flexibly on occasions		✓



STAFF Benefits



Fee remission is available to each eligible child who is offered a place



The College has a wide range of sporting facilities, including a swimming pool and gym which are provided free of charge to staff



The School operates a money purchase pension scheme to which the employer contributes up to a maximum of 6% (matched to employee contributions)



Meals and refreshments whilst on duty are provided free of charge



We operate a Ride-to-Work scheme which enables you to purchase a bike free of payroll deductions such as tax and NI.



Employees are entitled to PERKS, a reward scheme which offers deals and discounts to a variety of brands



'mywellness' provides access to tools to help manage your wellbeing along with services such as GP, counselling and a wellbeing app



Our Health Cash Plan allows employees to claim money back on everyday health and wellbeing treatments



A commitment to personal and professional development with training and support for each staff member



KEY Information



The salary for this role is based on an FTE of £50,000 per annum. The actual salary will be **£21,538** per annum based on 20 hours per week, term time plus 4 weeks



To arrange a confidential discussion about the role, please contact Sharon Mallinson, Human Resources Director, at s.mallinson@stonyhurst.ac.uk.



The closing date is **6th January 2025** with interviews to take place as soon as possible after the closing date. We reserve the right to close this vacancy early if we receive a high volume of suitable applications. Early applications are encouraged.



Any queries regarding the recruitment and application process may be directed to recruitment@stonyhurst.ac.uk.



APPLICATION *Process*



Apply

Candidates should complete our Application Form which includes details of key achievements and experience. Completed forms should be returned to recruitment@stonyhurst.ac.uk.



Short-listing

The hiring team will short-list candidates based on the information given in the comprehensive application form. Applicants will be assessed against the criteria for the role and candidate profile. Those who best fulfil the criteria will be invited to attend an interview.



Interview

The successful applicants will be invited to attend an interview. The interview process will consist of a panel interview an in-tray exercise and a tour.



Offer

The successful candidate will be made an offer as soon as is practicable after the interview date. Offers will be conditional, subject satisfactory pre-employment checks.



Our Commitment

TO SAFEGUARDING

Stonyhurst is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Any offer made to a successful candidate will be conditional upon relevant pre-employment checks, including:

- Two **satisfactory references**, one of which must be from your most **recent employer**;
- Proof of **identity, address** and **right to work** in the UK;
- Verification of relevant **qualifications**;
- Candidates who have worked or been resident **overseas** for three months or more within the last five years will be subject to **criminal record checks** from the relevant **jurisdiction(s)**;
- Verification of **medical fitness** for the role;
- Confirmation that the applicant is not named on the **Children's Barred List**, administered by the DBS;
- Satisfactory completion of the **probationary period**;
- A satisfactory **enhanced disclosure** from the DBS. The applicant will be required to **complete the application form** for an Enhanced DBS Check and start dates will be **delayed** if a result is not received;
- Candidates in **managerial roles** will be subject to a **Prohibition from Management check**.



STONYHURST



A DAY *in pictures*



STONYHURST



STONYHURST

Boarding



STONYHURST



All
that you
can be.



STONYHURST

Stonyhurst, Clitheroe BB7 9PT
01254 826345 stonyhurst.ac.uk