



MARLBOROUGH COLLEGE

## **Job Description**

### **Clerk – Marlborough College**

#### **The College**

Nestled in the picturesque town of Marlborough, Wiltshire, Marlborough College boasts a rich history dating back to its foundation in 1843 by George Hull Bowers, the Dean of Manchester. Originally established to educate the sons of Church of England clergy, the College is today one of the UK's most prestigious and historic boarding schools. Marlborough College was a pioneer in co-education, admitting girls into the sixth form in 1968 and becoming fully co-educational in 1989. Today, Marlborough College educates around 1,000 pupils aged 13 to 18.

#### **Vision and Strategy**

Marlborough College's vision is to build on its rich traditions while embracing contemporary educational practices to prepare pupils for the future. This vision includes a commitment to academic excellence, pastoral care, and co-curricular opportunities, ensuring that pupils are well-equipped to thrive in a rapidly changing world. The College's strategic plan focuses on innovation, sustainability, and community engagement, reflecting its dedication to providing a holistic and forward-thinking education.

#### **Academics**

The College is renowned for its rigorous academic programme, designed to inspire a love of learning and intellectual curiosity. The curriculum is broad and balanced, offering a strong foundation in traditional subjects while embracing contemporary educational needs and innovative approaches to teaching and learning. Pupils are encouraged to pursue excellence, with many achieving outstanding results in public examinations and securing places at top universities worldwide. GCSE results this year were strong, with just over 20% of entries awarded Grade 9 and more than 44% at Grade 8 or above (equivalent to A\*). 69% were at 9, 8 or 7 (equivalent to A\*A). At A Level, 61% of pupils achieved an A\*/A, with 87% A\*/B in summer 2024.

The College's commitment to academic scholarship is evident in its dedicated faculty, state-of-the-art facilities, and innovative teaching methods that cater to the individual needs of each and every pupil. This includes the impressive Innovation Centre, a building dedicated to the pursuit of educational innovation. The College is also one of the first in the UK to offer an MBA for young people, demonstrating its commitment to a truly forward-thinking approach to education.

## **Pastoral**

Outstanding pastoral care is a cornerstone of life at Marlborough College, and key to its educational philosophy, ensuring that every pupil feels valued, supported, and nurtured throughout their time at school. The pastoral system is designed to promote emotional and social well-being, with dedicated staff providing guidance and support. This holistic approach helps pupils develop resilience, confidence, and a sense of belonging, underpinned by an outstanding boarding offering which forges each and every pupils' identity within the College. The College's commitment to pastoral care is embodied by its warm and welcoming community, where pupils are encouraged and supported to thrive in and outside the classroom.

Wellbeing Ambassadors, appointed from the pupil body, offer an alternative mode of wellbeing support. They are trained by the Director of Coaching and Mentoring and have built strong relationships and a strong presence across the school community, increasing the openness and readiness with which mental health and wellbeing is discussed. There are currently around 50 Ambassadors across the College.

These Ambassadors provide another layer to the College's pastoral support system, which also features tutors who offer consistent and age-appropriate support and guidance through these critical years of adolescent development. With an incredibly low tutor-to-tutee ratio of 6:1, relationships are close and highly valued. Tutors are also the first point of contact for academic monitoring, ensuring that pupils are successfully balancing their academic studies with broad co-curricular pursuits.

## **Co-Curricular**

Marlborough College offers an extensive range of co-curricular activities that complement its academic programme, providing pupils with opportunities to explore their interests and develop new skills. From sports and arts to music, drama, and outdoor education, the facilities support a diverse array of pursuits. Pupils are able to participate in a wide range of competitive sports, creative arts, and various clubs and societies, fostering teamwork, creativity, and leadership skills. These activities are designed to ensure a well-rounded education, helping pupils to discover their passions and achieve their full potential.

Sport is an integral part of life at Marlborough, with over 20 competitive sports on offer for pupils of all abilities to take part in. Inter-house competitions offer another way to get involved, and are always high-energy events with excellent participation levels. The College offers a wide variety of options, with sports like polo, shooting and golf alongside the more traditional pursuits of rugby, hockey and netball.

Marlborough has a strong tradition in the arts, encompassing music, drama and art. Staff invite each pupil to embrace their individuality and creativity, supported by excellent facilities that allow talents to be developed in and outside of formal lessons. This includes the impressive Ellis Theatre, where three theatre productions are hosted each year. As with sport, there is something for everyone, with elite programmes on offer for those who wish to pursue a career in the arts, and plenty of ways to get involved for those who just want to try something new.

## **Boarding**

As a proudly full boarding school, Marlborough College provides a vibrant and dynamic residential community where pupils form lasting friendships and develop independence. The College has 16 boarding houses, each with its own unique character and traditions. Boarding life is integral to the Marlborough experience, offering pupils a true home away from home experience, with an incredibly full schedule where no two days are the same. The boarding houses are staffed by experienced Housemasters and Housemistresses, supported by the Dame, who provide pastoral care and support to create a nurturing environment where pupils can thrive.

‘The boarding staff know the boarders well and play a vital part in supporting boarders’ personal development and wellbeing. Boarders have a strong sense of community and enjoy spending time together. They are able to be purposeful with their academic work, as well as being able to socialise and relax in facilities which feel like a home from home.’ – December 2023 ISI Inspection Report

## **Facilities**

Marlborough College boasts outstanding facilities that enrich all pupils’ learning experiences. These include modern classrooms, state-of-the-art science laboratories, sports complexes, art studios, and performance spaces. The College’s beautiful campus, set on the edge of a historic market town, provides an inspiring environment for learning and personal growth. The facilities are designed to enhance the educational experience, offering pupils the resources they need to excel in their studies and pursue their interests.

## **Scholarships and Bursaries**

Marlborough College offers a range of scholarships and bursaries to attract talented pupils from diverse backgrounds. These awards are designed to ensure that financial constraints do not prevent deserving pupils from accessing the exceptional education the College provides. Scholarships are available in various disciplines, including academics, sports, music, and the arts, recognising talent in all its forms. The College’s commitment to inclusivity and diversity is evident in its robust financial aid program, which supports pupils in achieving their academic and personal goals.

The Marlborough College Foundation is a registered charity established to provide the College with long-term financial support. The current priority is the Marlborough Difference Campaign which aims to dramatically increase the number of full bursary places to 100, so that 10% of pupils will receive a free education at Marlborough by 2033. This remains a key focus for the College, unaffected by the recent changes to VAT legislation.

## **Community and Outreach**

The College is actively involved in the local community and engages in various outreach programmes. These initiatives aim to foster a sense of social responsibility and encourage pupils to contribute positively to society. The College’s community service programmes provide pupils

with opportunities to volunteer and support local projects, enhancing their understanding of civic duty and global citizenship. Marlborough College's commitment to community engagement is reflected in its partnerships with local organisations and its efforts to make a positive impact beyond the school gates.

## **Alumni**

The Old Marlburians form a distinguished alumni body, who have gone on to achieve success in various fields, including politics, arts, sciences, and sports. The alumni community remains actively involved with the college, providing mentorship and support to current pupils and contributing to the College's ongoing development. The achievements of Old Marlburians reflect the College's commitment to excellence and its ability to nurture talent and ambition.

## **Governance**

Marlborough College is governed by a Council, which includes a President, Chair of Council, and other members who bring a wealth of experience and expertise to the management of the school. The Council is responsible for the strategic direction and overall governance of the College, ensuring that it remains true to its mission and values while adapting to the changing educational landscape. The College's leadership is committed to maintaining the highest standards of education and pastoral care, fostering a culture of excellence and continuous improvement.

For more information on Marlborough College, please visit [www.marlboroughcollege.org](http://www.marlboroughcollege.org)

## **Marlborough College Mission**

To deliver the best independent, co-educational, full boarding education in the UK and to be recognised for this globally.

### **Key purpose of the role:**

The main purpose of the role of Clerk is to provide independent advice, guidance, and support to members of the Council on a range of matters relating to governance and procedure. This is a complex administrative, advisory and information management role, ensuring that Council business is managed within the appropriate legal and regulatory framework and in accordance with best practice

### **Main areas of the role:**

#### **Providing appropriate Governance for Council and Committee meetings:**

- Advise the Council on regulatory framework (i.e., relevant acts, regulations, and protocols).
- Establishment of regular meetings including dates, venues, IT support, carried forward agenda items, minutes and actions.
- Regularly meeting with the Chair of Council and all relevant council members to prepare a focused agenda and follow up on actions agreed.

- Recording of attendance and absences and publishing where appropriate.
- Coordinate production of papers and preparation of briefing packs ensuring these are distributed in line with regulatory and agreed local constitutional timeframes.
- Draft minutes of all Council and Committee meetings, ensuring respective Chairs agree for inclusion as draft minutes in the next set of papers.
- Ensure utmost confidentiality is maintained in relation to all Council meetings and materials distributed and shared.

**Providing consistent and accurate legal, professional and governance advice to the Council and its Committees and subsidiaries:**

- Support in the recruitment and retirement coordination of governing board members and oversee occasional audits of governance (either internal or external) as instructed by the Chair of Council.
- Maintain up to date information relating to each Committee member (in line with Data Protection regulations).
- Maintain a register of other interests and/or conflicts of interests amongst Members of Council.
- In conjunction with HR colleagues, ensure all pre-screening checks for Members of Council are carried out in line with employment and best practice safeguarding rules (i.e., includes but not limited to identity checks, DBS, references, companies house checks, charity commission etc).
- Maintain succession planning matrix and identify skills gaps. Agree resulting recruitment and training action with the Chair of Council.
- Identify Committees and working parties and align membership, recording responsibilities and reporting structures.
- Oversee the induction and training of new Members of Council to meet all regulatory requirements and the needs of the Council.

**Person Specification**

	Essential	Desirable	Method of testing
<b>Education and qualifications</b>			
Previous experience working as a Clerk to Board of Trustees in a charity or in education or as Company Secretary to a Board in a commercial environment		✓	CV Application Form
Member of the Chartered Governance Institute and may be studying for the Institute of Chartered Secretaries and Administrators qualifications (ICSA)		✓	
Experience with or an interest in and knowledge of company law and/or governance	✓		Pre-Interview Screening

<b>Knowledge and Experience</b>			
Demonstrable experience of building lasting relationships at all levels within an organisation to facilitate a desired outcome.	✓		Cover Letter
Demonstrable minute writing skills with meticulous attention to detail and organisational skills to follow up action items	✓		CV Application Form
Charity knowledge, gained within a school or other non-profit making organisation		✓	Pre-interview screening form
Experience of working with changing demands and conditions and the ability to adapt	✓		Interview References
<b>Skills and Personal qualities</b>			
Excellent communication skills, both verbally and in writing, to enable effective dialogue with colleagues, staff, visitors, and pupils	✓		Cover Letter
Excellent administrative, numeric and IT skills (Microsoft office and knowledge of online Board Portals	✓		CV
Working knowledge of Data Protection legislation	✓		Application Form
High level of accuracy and attention to detail.	✓		
Highly self-motivated and able to work alone without direction	✓		
Adaptable and flexible with working patterns when required.	✓		Pre-interview screening form
Strong organisational and time management skills, with a proven track record of meeting targets and deadlines	✓		
Able to perform well and remain professional whilst under pressure.	✓		Interview References
Well-developed problem-solving skills.	✓		
Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development	✓		
Proactive in advising colleagues of key information and best practice	✓		
Collaborative and team-orientated, who leads by example.	✓		
Tactful, diplomatic, and discreet, whilst mindful of observing Safeguarding and professional standards.	✓		

## General Responsibilities

### Policies & Procedures

The postholder is required to familiarise themselves with all College policies and procedures and to comply with these at all times, including ensuring that their own job role procedures are regularly kept up to date.

## Safeguarding Statement (Updated Mar 2024)

Marlborough College is committed to safeguarding and promoting the welfare of children and young people. The College expects all staff and volunteers to share this commitment and staff must adhere to and ensure compliance with the College's Safeguarding Policy at all times.

In line with Keeping Children Safe in Education legislation and safer recruitment practices, the College will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

The College applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) for all positions at the College which amount to regulated activity with children. The role you have applied for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure online Application Form. Employment with the College is conditional upon the College being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the College will be handled in accordance with any guidance and / or code of practice published by the DBS.

The College will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the College to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

The role you have applied for is also exempt from the Rehabilitation of Offenders Act 1974 and the College is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. **However, you do not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**

Having a criminal record will not necessarily prevent you from taking up employment with the College. Instead, the College will assess each case on its merits and with reference to the College's objective assessment procedure set out in the College's 'Recruitment, selection and disclosure policy and procedure'.

The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

The College is an educational charity and equal opportunities employer.

## Confidentiality & Data Protection

The postholder must maintain the confidentiality of information about students, staff and any other personal information and meet the requirements of the Data Protection Act and GDPR.

## **Health & Safety**

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment.

All staff are responsible for considering the Health and Safety of themselves and others as an integral part of their job and are expected to comply with the College Health and Safety policy.

## **Mandatory Training**

All staff are expected to complete the following mandatory training prior to their employment start date:

- A Guide to UK Data Protection: Education
- Equality and Diversity
- Fire Safety in Education
- Health and Safety in Education: Staff Awareness
- Keeping Children Safe in Education 2024 Part 1 Questionnaire
- Moving and Handling
- Online Safety
- Working with Display Screen Equipment
- The Prevent Duty

Staff will be required to attend mandatory training during their employment with the College in order to maintain a healthy and safe working environment.

## **Job Description**

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder.

**Signed:** ..... **Date:** .....

**Print Name:** .....