



London Borough of Sutton
Sixth Form: 225
Students on roll: 1165

THE JOHN FISHER SCHOOL
PEAKS HILL, PURLEY, SURREY, CR8 3YP
Tel: 020 8660 4555

Email: Johnfisherschool@johnfisherschool.org

CLERK TO THE GOVERNING BOARD
Salary £16.16 per hour
Required from September 2023 or earlier

"Nurturing young Catholic gentlemen. Aspiring for Academic, Cultural & Sporting Excellence"

Founded in 1929, The John Fisher School is a Catholic secondary school which currently caters for over 1,100 boys (to include over 200 in the Sixth Form). Serving the educational needs of the community of Purley and neighbouring areas, The John Fisher School identifies as a centre of learning and wellbeing.

In 2023, 91% of students secured a Level 4 or above in Maths and 89% of students gained at least a Level 4 in English Language or English Literature. 84% of students achieved at least a Level 4 in 5 or more GCSEs including English and Maths.

In our previous graded inspection, 'Behaviour and Safety' and our Sixth Form were judged 'outstanding'. In our most recent monitoring visit (April 2022), Ofsted stated that *'this is a caring community, where all pupils are welcomed and included in the Fisher Family. The work of leaders and staff is guided by shared values, centred on dignity and respect for the individual. These values provide a unifying thread for all aspects of school life.'* Whilst it is not a requirement to be Catholic to apply for this position, applicants are expected to be sympathetic and supportive of the Catholic ethos.

We wish to appoint an experienced (ideally in the secondary phase), well informed and independent clerk to support the Governing Board. Applications are invited from individuals of all faiths and none, who will support the catholic ethos of our school.

The person appointed will be required to manage and organise at least four full Governing Board meetings a year and three different committees, which meet at least once per term. The 'Resources Committee' will meet at least four times per year. Meetings typically start at 5.00pm during term time. In addition, the clerk will be expected to provide full clerking support throughout the year amounting to at least a further 20 hours, which will include the maintenance of records, completion of returns, monitoring the policy review cycle and facilitating the election of Governors when required.

The support staff application form is available to download on our website at www.johnfisherschool.org/Career-Opportunities where you can also find further information about the school. Completed application forms should be emailed with a covering letter for the attention of the Chair of Governors to johnfisherschool@johnfisherschool.org by the closing date of noon on Wednesday 20 September 2023. Interviews will take place w/b 25 September 2023. The school reserves the right to interview and appoint before the closing date if a suitable candidate is found. We therefore welcome early applications.

*The School is committed to safeguarding and promoting the welfare of children and young people and to equality of opportunity.
The School expects all staff and volunteers to share this commitment. An enhanced DBS will be required.*