



Blundell's

FOUNDED 1604

VOLUNTEERING AT BLUNDELL'S ROLE DESCRIPTION AND PERSON SPECIFICATION

Role Title:	Governor
Department:	Governors
Report to:	Chair of Governors
Date:	November 2023

ROLE

To be responsible for the management of the School, including: ensuring the School acts in accordance with the School's Constitution; educating, safeguarding and promoting the wellbeing of pupils; ensuring compliance with the inspection regime; and managing the School's activities in furtherance of its charitable objects in the context of its regulation by the Charity Commission.

SUMMARY OF DUTIES

- Know and support the aims of the school and its mission statement and ensure that these are achieved.
 - Determine the overall direction and development of the school through good governance and clear strategic planning.
 - Promote and develop the school in order for it to grow and maintain its relevance in society.
 - Provide support and challenge for the head and senior leaders.
 - Ensure that the school and its representatives function within the legal and regulatory framework of the sector and in line with the school's governing document.
 - Act in the best interest of the school, beneficiaries and future beneficiaries at all times.
 - Maintain sound financial management of the school's resources, ensuring expenditure is in line with its objectives, and investment activities meet accepted standard and policies.
 - Interview and appoint the Head and monitor the work and activities of the senior team.
 - Maintain absolute confidentiality about all sensitive/confidential information received in the course of governors' responsibilities to the school, and to accord with the conflicts of interest policy.
 - Contribute expertise to the discussions of the Governing Body.
 - Attend Board meetings, Committee meetings and any other Governor events and training. There are approximately 8-10 meetings per year and virtual attendance may be possible on occasion.
 - Attend and provide support at school events, including undertaking periodic visits to School throughout the academic year.
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PERSON SPECIFICATION

Essential Qualifications and Experience

- Strategic leadership skills
- Ability to make sound judgements
- Excellent communication skills including the ability to listen, challenge and support.
- Good IT skills

Desirable

- Experience and skills in one or more of the following areas; Education (e.g. a retired or serving Head, Bursar or other senior leadership team member), Higher Education (e.g. university leader), Marketing and Development, IT, EDI or HR.
 - An interest in education and the future of the School.
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This is not an exclusive list of duties but gives an indication of the level of ability required. All volunteers will be expected to undertake relevant training and may be required to update their skills.

Please sign to acknowledge receipt of role description.

Signature: _____

Volunteer Name: _____

Date: ___ / ___ / ___