



# Candidate Information Pack

Governor





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**Acre View**  
Primary School

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## Welcome from our Chair of the Board

Dear Candidate,

I am delighted that you are interested in joining The Board of Acre View Primary School. As a Governor I hope that this information pack gives you a flavour of this role and our wonderful school community.

It gives me great pleasure to introduce you to Acre View Primary School. Acre View Primary School set up by West Kirby School Charity, is a new school in the beautiful village of Lydiate in Sefton. We will cater for primary aged children with a range of complex Special Educational Needs and Disabilities. We will support pupils with social and communication difficulties; and Autistic Spectrum Condition; ADHD; PDA; SEMH; related learning and emotional, sensory and motor needs, across a range of cognitive abilities.

As a team, we are driven to inspire and motivate pupils, ensuring they are equipped with knowledge, skills and experiences which will help them achieve their goals and ultimately reach their full potential. We understand that each child and young person is different and has individual needs. Therefore we tailor teaching, learning and therapeutic interventions - making activities accessible so pupils can flourish and thrive.

Our nurturing environment, culture of respect, and promotion of acceptance and diversity is a backdrop which allows pupils to grow into young adults, who have an understanding of themselves and those around them.

Our safe and accepting space also allows pupils to express themselves so they feel part of our community. Coupled with this, we are dedicated to working within our community, using our expertise to offer support to local schools, colleges and parent groups in areas of Special Educational needs and Disabilities. We are currently developing a programme of free training and support which will be offered across the Local Authority.

As Chair of The Board of WKS, I would be delighted to welcome you to the School to see for yourself our inspirational environment and for you to meet our equally inspiring pupils.

With Warm Regards,

Phil

**Mr Phil Deakin**  
Chair of The Board



# About Our New School

**Our dedicated staff will be committed to supporting children towards making outstanding social, emotional and academic progress.**

At Acre View Primary School, the well-being of children will be at the heart of what we do, our aim is to support children becoming happy, confident and safe.

This means we will focus on ensuring pupils are healthy, aspiring, nurtured, responsible, respected and included.

We will work hard to foster positive relationships and to promote a calm and caring environment, in order for our children to achieve their potential, to be healthy and to live fulfilling lives.

Our high aspirations for our children will be soundly reflected within the caring, organised and effective ethos which will be led from the top. This will include a dynamic vision for the set up and development of the new school.

- ✓ Learning to be **understanding** and **responsible**;
- ✓ **Including all**;
- ✓ **Being friendly, fair** and **respectful**;
- ✓ **Being engaged** and **resilient** learners.





# Role Overview & Application Process

**We are seeking to appoint a Governor**

**Commitment – Around 6 meetings a year**

## **Role Overview:**

A rare and exciting opportunity has arisen for a high calibre and committed **Governor**. We are seeking those who can support in the areas of Education, Finance and HR to join our Governing Board and vibrant School community.

To excel in this role you will have proven experience of working within the charity sector, perhaps in a CEO role, working as a NED, or some other strategic leadership or governance role.

You will contribute to the work of the Board in ensuring high standards of achievement for all children and young people in the School by ensuring clarity of vision, ethos and strategic direction, holding executive leaders to account for the educational performance of the organisation and its pupils, the performance management of staff, and overseeing the financial performance of the School and making sure its money is well spent

## **Application Process:**

If you are interested in this role, please send an expression of interest email to outlining why you believe you would be suitable for this role. [schooloffice@acre-view.co.uk](mailto:schooloffice@acre-view.co.uk)

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

The successful applicant will be subject to rigorous recruitment checks, an Enhanced DBS check, and Section 128 check. Applicants must be at least 18 years old. Eligibility criteria applies.

All applications and data is processed in line with our Privacy Notice for Governors, Trustees and other Volunteers, which can be found at <https://www.acre-view.co.uk/page/?title=Privacy+Notices&pid=37>



## Person Specification – Governor

Acre View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Strong analytical skills and the ability to understand and question written and numerical information</li> <li>The ability to establish good working relationships with Governors and staff at all levels within the School</li> </ul>	<ul style="list-style-type: none"> <li>Proven ability to communicate and explain financial information to members of the Board and other stakeholders.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>A deep level of understanding of the role of a Governor</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of how schools performance is measured</li> <li>An understanding of schools finance</li> <li>An understanding of the key issues and priorities facing schools</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Professional experience e.g. health care, finance, Human Resources , Health and Safety.</li> </ul>	Experience of: <ul style="list-style-type: none"> <li>Business planning and monitoring of progress against targets</li> <li>Effective performance management of staff</li> <li>Analysing complex performance data and information and forming recommendations for action;</li> <li>Health and Safety management</li> <li>Premises management</li> <li>Safeguarding</li> </ul>	



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	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• An interest in the education of children</li> <li>• An enquiring mind and desire to understand how the School is impacting the performance of pupils</li> <li>• Self motivated and dependable</li> <li>• Persistent and able to work with other Trustees and school leaders in difficult circumstances</li> <li>• Effective team worker, able to share ideas and make best use of resources</li> <li>• Able to understand and interpret sensitive information and apply appropriate levels of confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of working with pupils with complex special educational needs</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• A commitment to the demands of the role</li> <li>• A commitment to developing skills and knowledge through training and taking up briefings and networking opportunities</li> <li>• Commitment to equal opportunities and anti-discriminatory policies</li> </ul>		





### Role Description– Governor

Acre View Primary School School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### Summary of The Role:

To contribute to the work of the Board in ensuring high standards of achievement for all children and young people in the School by ensuring clarity of vision, ethos and strategic direction, holding executive leaders to account for the educational performance of the organisation and its pupils, the performance management of staff, and overseeing the financial performance of the School and making sure its money is well spent.

#### Responsibilities as a Trustee:

**Under charity law (regulated by the Charity Commission), Governors have ultimate responsibility for directing the affairs of the School and Charity to ensure that it is solvent, well-run and delivering the charitable outcomes for which it has been set up. As a Trustee of the School and Charity, you will be responsible for ensuring:**

- A clear vision, mission and strategic direction has been set and that they are aligned with budgets, operational plans and fundraising plans;
- Operational management processes are appropriate e.g. policies, quality and service standards, values, recruitment to senior positions;
- Compliance with all legal and regulatory requirements;
- All financial obligations are met and assets are managed;
- Major risks to School are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks;
- The governance structure is appropriate to a charity of its size/complexity and reflects the diversity of its users.

#### General Responsibilities:

- Contribute to the strategic discussions at Board meetings which determine:
- the vision and ethos of the School;
  - clear and ambitious strategic priorities and targets for the School;
  - That all children have access to a broad and balanced curriculum;
  - The School's budget, including the expenditure of the pupil premium allocation;
  - The School's staffing structure and key staffing policies;
  - The principles to be used by school leaders to set other School policies.



**General  
Responsibilities  
(Cont.):**

**Hold executive leaders to account by monitoring the School's performance; this includes:**

- Agreeing the outcomes from the School's self-evaluation and ensuring they are used to inform the priorities in the School Development Plan;
- Considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of School performance;
- Asking challenging questions of School leaders, ensuring Senior leaders have arranged for the required audits to be carried out and receiving the results of those audits;
- Ensuring senior leaders have developed the required policies and procedures and the School is operating effectively according to those policies;
- Acting as Governor with linked responsibilities on a specific issue, making relevant enquiries of the relevant staff, and reporting to the Board on the progress on the relevant School priority;
- Listening to and reporting to the School's stakeholders: pupils, parents, staff, and the wider community, including local employers.

**Ensure the School staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises and that the way in which those resources are used has impact.**

**When required, serve on panels of Trustees to:**

- Appoint the Head Teacher and other senior leaders;
- Appraise the Head Teacher ;
- Set the Head Teacher 's pay and agree the pay recommendations for other staff;
- Hear the appeal stage of staff grievances and disciplinary matters;
- Hear appeals about pupil exclusions.



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**Acre View Primary School**  
286 Southport Road, Lydiate, L31 4EQ  
<Contact Details Here>

The information in this brochure is correct at the time of publication. Subject to change. E&OE

