



Application Form – Non-Elected Governor (LGC)

Information for Applicants:

Please complete this form in black ink or type in the spaces provided.

Please complete every section.

Please send your CVs to support your application.

This appointment will be subject to a Disclosure and Barring Service check.

Position Applying For:	
Role:	
School (if appropriate):	
Where did you see the post advertised:	

Personal Details:			
Title:		First name(s):	
Surname:		Date of Birth (*):	
If you have previously been known by another name, please specify:			
Address (inc. Postcode):			
Contact Details:	Please only include contact numbers or email addresses that you are happy for us to use.		
	Daytime Contact Number:		
	Evening Contact Number:		
	Mobile Number (if different):		
	Email Address:		

(*The Trust complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants for identification purposes and to verify that full education and employment history has been provided, in accordance with statutory guidance from the DfE (“Keeping Children Safe in Education”).

Do you currently have the right to work in the UK? If no, please specify your circumstances below:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you lived or worked abroad in the last 5 years? If YES, please give dates and countries below:	YES <input type="checkbox"/> NO <input type="checkbox"/>

Professional Experience:			
Please list the most recent first, including all full-time and part-time positions.			
Employer's Name & Address	Dates From and To (Month/Year)	Role Held	Details of Experience

Membership of Professional Bodies:		
Please give details of any relevant professional bodies to which you belong.		
Name of Professional Body	Membership Status	Date Membership Commenced



Governors and academy committee members of a single school Knowledge, experience, skills and behaviours	Level of knowledge or skills/behaviour, rate on scale of:				
	No	→	→	→	Yes
	1	2	3	4	5
1. Strategic leadership					
I am committed to improving education and welfare for all pupils.					
I understand current national education policy and the local education context.					
I have experience of charity law and governance.					
I have previous experience of being a governor/trustee in another school or being a board member in another sector					
I have experience of chairing a board/governing board or committee.					
I have experience of strategic planning and applying this to set and preserve the culture of the organisation.					
I am committed to the organisation's vision and ethos.					
I am able to question and challenge, working as part of a team to identify viable options through collective decision making.					
I am able to work in a professional manner, avoiding conflicts, acting with transparency and integrity.					
I am confident I can identify when to seek independent/professional advice.					
I have experience of stakeholder management and engagement including communicating with and taking account of the views of parents and pupils.					
I have experience of promoting community cohesion.					
I am proficient in prioritising, assessing and mitigating risk.					
I have experience of school sector risk management, including managing conflicts of interest/loyalty.					
2. Accountability					
I understand the importance of collecting high quality data and have expertise using data to interpret/evaluate performance and identify trends to target improvement.					
I have expertise in curriculum development, school assessment and progress/attainment.					
I have experience of working with leaders to establish expectations for improvement and outcomes.					
I have experience of agreeing the range and format of information and data needed in order to hold leaders to account.					
I have experience of providing challenge to leaders on strategies for monitoring and improving behaviour and safety.					
I have an understanding of the board's duties in relation to safeguarding including Prevent.					
I have an understanding of special education needs and disabilities (SEND).					



I have financial management expertise, with experience of funding allocation/budget monitoring and contributing to financial self-evaluation and efficiency drives.					
I have experience of basing funding decisions on organisational priorities and the ability to interpret financial data and question financial performance against strategic priorities.					
I have experience of procurement/purchasing.					
I have experience of property and estate-management.					
I have experience of HR policy and processes, including employment legislation, recruitment, performance management and pay.					
I have experience of school sector HR policy and processes.					
I have experience of change management (overseeing a merger or an organisational restructure).					
I have experience of preparing for and responding to external oversight.					
I have experience of inspection and oversight in the school sector.					
3. People					
I am willing to devote time, enthusiasm and effort to the duties of and responsibilities of a governor/trustee.					
I am a strong communicator and committed to building strong collaborative relationships.					
I am able to discuss sensitive issues with experience of conflict resolution and influencing consensus.					
I am able to demonstrate a commitment to ethical behaviour and values, honesty, independence of thought and sound judgement.					
I am committed to equal opportunities and the promotion of diversity.					
I am willing to reflect, listen and learn from a diversity of views, to receive and provide feedback and accept impartial advice.					
4. Structures					
I am familiar with the strategic nature of the board's functions and how this differs from and works with others including senior leaders.					
I have experience of reviewing governance structures.					
5. Compliance					
I have experience of complying with legal, regulatory and financial frameworks and statutory guidance.					
I understand and accept the legal duties, responsibilities of a governor/trustee.					
Governing boards are responsible for ensuring schools comply with a whole range of legal responsibilities. I have experience ensuring legal compliance in this way and a commitment to understanding the full range of legal responsibilities.					
I understand the importance of adhering to organisation policies e.g. on parental complaints or staff-discipline issues.					
I have the confidence and ability to speak up when concerned about non-compliance.					



6. Evaluation

I am aware of my own strengths and weaknesses and committed to personal development.					
I have experience of evaluating board decisions and am willing to contribute to board self-review.					

Professional Development:

Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application.

Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

Information in support of this application:

Please use the person specification as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. You should ensure that any information submitted reflects your experience relating to the competencies that are detailed in the Person Specification (please continue on a separate sheet if necessary).



References:

Please give details of at least **two** referees who can provide professional references.

Please note that references will be obtained for all shortlisted candidates before an interview. **Please advise us if you do not wish us to approach a referee prior to interview.**

Referee 1

Name:			
Position (e.g. Headteacher / previous line manager / position of authority)			
Organisation:			
Address:		Tel. No.	
Email Address:			
Can we contact this referee pre-interview?	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
In what capacity do you know the referee?			

Referee 2

Name:			
Position (e.g. Headteacher / previous line manager / position of authority)			
Organisation:			
Address:		Tel. No.	
Email Address:			
Can we contact this referee pre-interview?	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
In what capacity do you know the referee?			

- Note:
- (i) Referees may be contacted before interviews (unless you have advised not to above).
 - (ii) If either of your referees know you by another name, please give details.
 - (iii) The Trust may contact other previous employers for a reference with your consent.
 - (iv) References will not be accepted from relatives or from people writing solely in the capacity of friends.



Close Personal Relationships:

Declaration of Relationships:	
Are you a relative or partner, or do you have a close personal relationship with an exiting member of staff or member of the board of governors.	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please provide the name(s) of the person(s) and relationship below:	

Declaration

I certify that, to the best of my belief, the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation by the school, and is likely to result in dismissal.

Disclosure of Criminal Convictions

Short-listed candidates will be asked to complete a 'Disclosure of Criminal Convictions' form and, where appropriate, a Disclosure will be sought from the Criminal Records Bureau in the event of a successful application. A conviction will not necessarily be a bar to obtaining employment.

Safer Recruitment

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post. I understand that it is an offense to apply for this role if I am barred from engaging in regulated activity relevant to children.

Data Protection Act 2018

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Please confirm the above statements are true by signing below.

Signed:	Date:

Thank you for applying for this post. Your interest in working with us is very much appreciated.

Bridge Academy Trust Talent Pool

Bridge Academy Trust HR advertise vacancies on behalf of 11 schools, its Central Team and Mid Essex Teacher Training.

If you are happy to be contacted about similar vacancies across the Trust please tick this box to give your consent

You can join and opt out of the Talent Pool mailing list at any time by clicking on the link [here](#):

For more information about how we process your information, please see our [privacy notice](#):

<https://www.bridgeacademytrust.org/privacy-notice/>

Completed Applications

Please return your completed application form to:

Mrs A Jeffries

Governance Professional

Clerk@bridgeacademytrust.org

