



**MHS**  
Reigate

CLERK/MINUTE TAKER  
**CANDIDATE PACK**



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Moon Hall School is a leading independent day school in Reigate for bright dyslexic children aged 7-16. We are specialists in teaching pupils with specific learning differences and provide tailored education that nurtures confidence, creativity and academic success. We pride ourselves on:

- Outstanding pupil support and small class sizes
- A nurturing, warm and inclusive atmosphere
- Innovative teaching practices and a commitment to pupil wellbeing
- Nationally recognised leadership in dyslexia education
- A vibrant and growing school community with exciting future development – including sixth form, international centres and CPD training hubs

Moon Hall is not just a school – it is a movement to reshape the way we see learning differences.

# MOON HALL INTRODUCTION



Moon Hall School's history started in 1985 when the school was set up by Mrs Berry Baker. Mrs Baker recognised that local schools were not able to provide an appropriate and positive environment for her eight-year-old dyslexic son. They did not have the knowledge required to help him and meet his specific learning needs; although a bright child, mainstream schools did not understand his learning style, and he had not responded well to their teaching methods or provision. Mrs Baker was already a qualified teacher and encouraged by a friend, also with a dyslexic child, she established a school in her own home, Moon Hall. Within four years she had twelve pupils, the maximum permitted for home teaching. With more applicants than places, a move was necessary. Mrs Baker and the other parents of the original Moon Hall students realised that the interests of the children would best be served if they could have all the skills of a specialist dyslexia school within mainstream education. Moon Hall School, Reigate is now well established on-site at Burys Court and provides a full GCSE curriculum together with a wide range of sporting and other activities. Since the first lessons at the kitchen table, our ethos and values remain and over 1000 children have benefitted from a Moon Hall education. Our remit is to provide the environment, understanding and strategies to equip bright children with the confidence and ability to overcome the barriers they will face.

## OUR AIMS AND ETHOS

Moon Hall School, Reigate provides a supportive school environment for dyslexic children where expectations for diligence and achievement are high. We enable our pupils to take full advantage of their intellect and talents by learning how to manage their dyslexia.

## OUR VALUES

Our ethos is underpinned by the basic values of: Tolerance Courage Respect Resilience Integrity. We practise and teach our pupils these values as well as those of democracy, diversity and equal opportunity. We welcome pupils of all religions and of none. We know that in the right environment, with the right support and encouragement, all our pupils are capable of achieving their potential, both in their personal development and academically. Our pupils are girls and boys, aged 7-16, from many of the Southeast counties. The pupils are encouraged to embrace their wonderful and often creative way of thinking and celebrate – not fear – their dyslexia. Our school's primary purpose is to educate and support our pupils and to ensure their wellbeing. We can only achieve these objectives for our pupils with highly committed, professional staff. We aim to work as a collegiate organisation with mutual respect for and reliance on, the contribution made by each other. Our staff have the knowledge and expertise to help our pupils succeed and excel in the learning environment that we provide. As a school, we understand the difference and know how to make a difference.



**JOB TITLE:** Clerk/Minute Taker

**RESPONSIBLE TO:** COO

## THE ROLE:

### Role Summary

We are looking for a meticulous and organised Clerk/Minute Taker to accurately record the proceedings of our governing body meetings, ensuring that key discussions, decisions, and actions are captured clearly and concisely. This role is crucial for maintaining a clear and professional record of all meetings and supporting the smooth operation of the school's governance and its administration.

### Key responsibilities

- Prepare agendas for various meetings, including full board and committee meetings as directed by the COO.
- Upload the agenda and supporting documents to the appropriate Teams area in advance of each meeting.
- Attend meetings, listen attentively, and take accurate notes.
- Transcribe and prepare accurate, clear, and concise meeting minutes and action logs from the notes taken.
- Review actions in advance of each meeting in order to provide an update of completed and carried forward items.
- Support the COO in maintaining all board and committee records in relation to the meetings held.





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### **Hours and Payment:**

- Attendance will be required in person at the school's Reigate site (but occasionally via teams), at 5 core committees and 1 full governing body meeting, per academic term.
- Meetings generally take place between the hours of 2:30pm and 6:30pm, Monday to Friday and last approximately 1.5 to 2 hours.
- Please note, the annual general meeting of the full governing body will likely be a full day (10am to 4pm) during the summer term.
- Additional working parties or groups may require support as/when needed.
- Pay will be based on attendance plus preparation time, and will be remunerated at the rate of £12.50 to £14.00 per hour, dependent upon experience.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all responsibilities tasks and duties. The jobholder's actual responsibilities, tasks and duties might differ from those outlined in the job description and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

This job description is subject to review in line with the developing needs of the school.

### **Safeguarding**

Our school is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS Check (List 99, Declaration of Fitness to Work, Self Declaration). As an equal opportunity employer, we welcome applications from all sections of the community.

This post will be subject to an enhanced DBS Disclosure.





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## SKILLS AND COMPETENCIES REQUIRED

### ESSENTIAL

Proven experience as a minute taker or clerk in a professional setting.

Excellent written and verbal communication skills.

Strong command of the English language with a high level of accuracy.

Proficient in using Teams, Word and Excel, etc.

Good organisational and administrative skills.

Discretion and the ability to handle confidential information with tact and professionalism

Flexibility to work the hours required to meet the needs of the role

### DESIRABLE

Previous experience as clerk to the governors in an educational setting

Proficient with digital note-taking tools (e.g., OneNote, Teams, Google Docs, or minute-taking software)

Knowledge of data protection and record-keeping practices

Training or certification in administration, secretarial skills, or minute-taking

Uses shorthand, speed writing, or types at a high words-per-minute rate

Qualification in shorthand or touch-typing





## GENERAL REQUIREMENTS

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You comply with Moon Hall School's legal duties for Health and Safety. It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Moon Hall School is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with School and local Safeguarding Board stipulations

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**START DATE: AS SOON AS POSSIBLE**



## GENERAL REQUIREMENTS

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Moon Hall School exists to provide a quality all round education for pupils aged 13 – 18 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview. We may also carry out online searches for shortlisted candidates.

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