

A black and white photograph of three students in school uniforms walking outdoors. On the left, a boy in a suit and tie with a backpack. In the middle, a boy in a suit and glasses. On the right, a girl in a blazer and plaid skirt. They are all smiling and looking towards the camera. The background shows trees and a building.

JOB PROFILE

MINUTES SECRETARY TO THE BOARD OF GOVERNORS

Luckley
HOUSE SCHOOL

WELCOME



Thank you for the interest you have shown in joining Luckley House School as Minutes Secretary to the Board of Governors.

Luckley House is a warm and welcoming boarding and day school. We are a community, small enough at 375 pupils for everyone to be seen, valued and counted but large enough to provide a wide variety of academic, sport and creative opportunities.

Our uniqueness lies in the combination of our size, Christian ethos and flexibility to meet the needs of individual pupils and their families. We provide a distinctly academic education that is tailored to the individual needs of each pupil. This is offered in the context of a broad curriculum which celebrates the arts and sports as much as academic achievement.

The Board of Governors, in collaboration with the School's Leadership Team, oversees the well-being of the School. They make or approve strategic and financial decisions,

plan for the School's development, and monitor its finances. Governors act as both directors and trustees of Luckley House School Ltd and are legally responsible for ensuring the School meets its charitable objectives, serves the public benefit, and operates within the framework of a limited company.

We are seeking an experienced minute taker to attend meetings of the Governing Body and take the minutes.

The ideal candidate will have substantial experience as a minute taker at Board or senior level, excellent written communication skills and meticulous attention to detail.

I am delighted that you are considering applying for this role and hope that you feel inspired to submit an application.

I look forward to hearing from you.

Mrs Claire Gilding-Brant
Headmistress (Interim)



ABOUT LUCKLEY HOUSE

Luckley House is a co-educational, independent day and boarding school for pupils aged from 11 to 18 years. Situated on the southern outskirts of Wokingham, Berkshire, Luckley House is set in 20 acres of landscaped lawns and majestic woodland. The School has a Christian ethos with a mission and values which flow from this.

The mission of the School is to provide an outstanding education for boys and girls characterised by academic excellence, a rich and diverse range of opportunities, aspiration and enthusiasm for life and generosity of spirit. The School has strong traditions in music, drama, art, debating, community outreach and sport, and there are many cocurricular activities open to pupils to help them develop their talents to reach the highest possible standards.

Luckley House was formed in 1959 through the merger of two girls' schools: Luckley School, founded in 1918 on the current site, and Oakfield House, established in the Lake District in 1895. The School adopted the name Luckley House School in 2013, and in 2015 began admitting boys for the first time. Over the past decade, student numbers have grown by over 75%, with boys now comprising half of the student body. Currently, the School is at its full capacity of 380 students and has been given for approval to expand to 420.

The School is committed to inclusivity, welcoming pupils from all faiths and backgrounds, which enriches the community and prepares students for the diversity of the modern world. Most students live within a 15-mile radius of the School, with many joining in Years 7, 9, and the Sixth Form from both independent and maintained schools. There are 40 boarding places available, with between 35 and 40 students boarding on weeknights, approximately half of whom are from abroad or are weekly boarders.

Luckley House offers a highly personalized academic experience, tailoring its education to the individual needs of each pupil.

The academic results at both GCSE and A Level consistently exceed national averages, and the majority of students secure places at their first-choice universities.



THE ROLE

JOB TITLE: Minutes Secretary to the Board of Governors

JOB PURPOSE: To attend Governing Body meetings and prepare minutes of all meetings

ACCOUNTABILITY: To the Board of Governors

LINE MANAGER: Clerk to the Governors

TO START: November 2025

TERMS: Part time, permanent.

HOURS: At least three meetings per term plus an annual Strategic Planning meeting in the autumn term.

Currently Sub-Committee meetings take place on Fridays and Board meetings take place on Saturdays. Meetings will be held either on site or remotely.

(The role requires some flexibility to work evenings and weekends to attend and minute meetings.)

SALARY: £15.22 per hour

CLOSING DATE: Monday 13 October 2025 (noon)

(Early applications are advised as we reserve the right to interview and appoint before the closing date.)

KEY RESPONSIBILITIES

To support the Clerk to the Governors by attending Governing Body meetings and taking the minutes (currently this includes the Full Board, Business Committee, Education Committee, and Strategic Planning Day)

1. Attend Governing Body meetings and take minutes of all meetings, indicating agreed action points and who is responsible for those. (There will be at least three Governing Body meetings per term that will be held either on site or remotely and sometimes in the evenings or at weekends. The Strategic Planning Day is usually held on a Saturday in the autumn term.)
2. Provide draft minutes for approval by the Chairs of Committees and, once approved, forward to the Clerk to the Governors for distribution.
3. Safeguard the confidentiality of the Board by exercising discretion in communicating information.

Essential requirements:

- A solid educational background, at least up to A level or equivalent.
- Excellent written communication skills and meticulous attention to detail.
- Highly organised and efficient with the ability to work to tight deadlines.
- Proficient in the use of MS Office.
- Able to work well independently.
- Discreet and able to maintain confidentiality.
- A flexible approach to working hours and duties.
- Experience of taking minutes at Board or senior level.
- A commitment to safeguarding and promoting the welfare of children and young people.
- A strong commitment to the principles of equality, diversity, and inclusion.
- Empathy with the Christian ethos of the School.

Desirable:

- Previous experience of working in a school environment.



STAFF BENEFITS



PLACE OF WORK

Luckley House School,
Wokingham; a historic market
town with vibrant centre and
great transport links



GYM

Free use of the School gym.



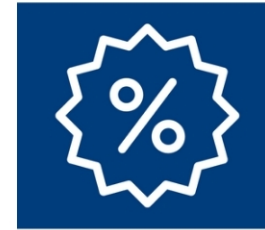
EMPLOYEE ASSISTANCE PROGRAMME

Confidential independent
support service for all staff.



PARKING

Free on-site parking.



FEE REMISSION

Fee concession of 25% for all
staff (pro rata if part time).



PENSION SCHEME

Contributory pension scheme
through APTIS with generous
employer's contribution



DEATH IN SERVICE

If an employee dies while in
service, a lump sum of four
times their salary is paid.



ELECTRIC CHARGING POINTS

These are located on-site in
designated parking bays.



STAFF SOCIALS

The School holds a Staff Social
at the end of each term and all
staff are invited to attend.



WELLBEING

The School holds an annual
well-being afternoon.



HEALTH CENTRE

All staff can access the Health
Centre for urgent medical
issues.



FLU VACCINE

All staff are entitled to one
free flu vaccine every year.



PROFESSIONAL DEVELOPMENT

The School has a dedicated
training budget for all staff.



HALF-TERM HERO

Staff can nominate a colleague
for a prize draw at the end of
each half-term



MEALS & SNACKS

Free lunches and
refreshments during term
time.



HOW TO APPLY

For further details please contact please contact HR on 0118 974 3207 or 0118 974 3223 or via email Recruitment@luckleyhouseschool.org

An application form is available on the School's website (www.luckleyhouseschool.org)

Closing date: Monday 13 October 2025 (noon)

We reserve the right to interview and appoint before the closing date.



PINK
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HOL
DEPUTY
FORM CAPTAIN
ART SCHOLAR

Luckley
HOUSE SCHOOL