Trustee vacancies at The Crypt School (voluntary role)
Summary Role and Person Specification

The Crypt School is seeking to appoint up to two new Trustees (Governors) to the Board of the School, starting in January 2027. Information on the role and time commitment is provided here, and the application pack (including full role description) is on the school website. If you would like to find out more or speak to a current member of the Board about the role, please contact Mrs Nicola Donlon, Clerk to the Board, at **ndonlon@crypt.gloucs.sch.uk**

The Role

The Crypt School's Trustees or Governors (who are also Directors of the Academy Trust) are the people responsible for controlling the school's overall strategic management, and for ensuring that it is solvent, well-run, and delivering the trust's charitable outcomes for the benefit of the public. The Board of Trustees has the following core functions:

- **Strategic leadership** – setting and championing the school's vision and strategy, and establishing and fostering its values and culture
- **Accountability and assurance** – the Board has robust effective oversight of the operations and performance of the School, including educational provision and pupil welfare. Trustees oversee and ensure appropriate use of funding and effective financial performance and ensure the estate is safe and well-maintained
- **Strategic engagement** – ensuring that the voices and views of stakeholders (including pupils, parents, staff and the community) support effective decision-making.

Trustees must also fulfil their legal duties as charity trustees (these are often described as the duties of **compliance, care and prudence**) and company directors. Trustees are appointed for a term of four years.

Meetings and in-school commitments

Trustees are expected to prepare for and attend all/most meetings (typically 6 Board and 2-5 Committee meetings per year), fulfil other Trustee roles from time to time (e.g. sitting on recruitment or appeal panels, undertaking annual in-school reviews or exit interviews), and attend some other events throughout the year to show support and be part of school life.

Becoming a Trustee

The Crypt School is committed to improving the diversity of its governance and welcomes applications from all sectors of the community. The Trustees are from a wide range of

backgrounds and our aim is to achieve a balanced board of individuals with educational, legal, compliance, finance, human resources, property management, business and community backgrounds. All Trustees share a genuine commitment to the future of our school. For this recruitment, we are particularly interested in applicants with a background in accountancy, risk management, estates management or secondary education, but welcome applications from anyone with a strong commitment to undertaking the role.

Personal qualities of Trustees

- Commitment to the ethos and values of the School
- Commitment to the education, welfare and safeguarding of children and young people
- Commitment to equal opportunities and the promotion of diversity
- Independence of thought and sound judgement
- Ability to work as part of a team
- Commitment to seeking and taking account of the views of stakeholders
- Respect for the work and views of other Trustees and staff
- Willingness to devote time, enthusiasm and effort to the duties and responsibilities of a Trustee (including meeting preparation, training and various specific roles)
- Willingness to make and stand by collective decisions, even if the individual offered an alternative view during discussions
- Reliable in completing tasks and meeting deadlines
- Eagerness to reflect and learn

The Board has a code of conduct underpinned by the seven principles of public life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership) and all Trustees are expected to abide by this code.

Full induction training is provided for newly appointed Trustees and high-quality training is available throughout your term. **The role of Trustee is voluntary (unpaid).** Reasonable expenses may be reimbursed in accordance with the School's Trustee Expenses Scheme (on the School website).

How to apply

Applicants must be aged 18 or over at the time of appointment and will be required to confirm that they are not barred from being a Trustee by any of the governor or charity trustee disqualification criteria (see website). Application is by completion of the written application form and self-disclosure form available on the school website. **Completed applications should be sent to Mrs Nicola Donlon, Clerk to Trustees (ndonlon@crypt.gloucs.sch.uk) by 30 November 2026 (applications in hard copy may be left in School Reception).**

The position of Trustee is subject to an enhanced Disclosure Barring Service with children's barred list check, and Section 128 direction (prohibition from management) and right to work checks before appointment.