

Part of the **Hurst** Family of Schools

PENNTHORPE

NURSERY

PRE-PREP

PREP

Minute Taker

Candidate Pack

About Pennthorpe

Pennthorpe is a thriving, happy, and purposeful school where children are at the heart of everything we do. It is a special community shaped by wonderful pupils, dedicated staff, and supportive families. We believe childhood should be joyful, nurturing, and full of opportunity, and we seek professionals who share this belief and want to make a meaningful difference in young lives.

We are a school with a strong sense of family. Every child is known, valued, and supported, and relationships sit at the centre of our culture. Kindness, openness, and respect underpin daily life, creating an environment where children feel safe, confident, and ready to learn. Staff work in a collaborative, caring environment where high expectations sit comfortably alongside warmth, humour, and mutual respect.

Pennthorpe offers a broad and enriching education that celebrates individuality and recognises that success looks different for every child. Small class sizes, excellent pastoral care, and creative, responsive teaching help pupils develop confidence, curiosity, resilience, and independence. Staff are encouraged to innovate, reflect, and contribute ideas that shape provision across the school.

Our curriculum is rich and varied, including Forest School, sport, swimming, the arts, trips, and a lively programme of clubs and enrichment. We believe every child is unique and brilliant, and we design learning that nurtures their strengths and character. Care sits at the heart of our ethos, with every child choosing a trusted adult Champion, and our motto, "Born not for ourselves alone," guiding daily life.

Pennthorpe is proud to be part of the Hurst Family of Schools, offering staff access to shared expertise, excellent professional development, and clear pathways for progression, while maintaining our distinctive identity.

This is a school full of warmth, energy, and optimism, where staff feel valued, trusted, and supported to grow.



Our Aims

- To inspire all pupils with the ambition to discover and achieve excellence
- To stimulate and nurture all pupils on a uniquely personal journey of self-development
- To build a community and develop relationships that make a positive difference
- To invest in the future of our children.

Pennthorpe – Part of the Hurst Family of Schools

From the beginning of the Spring Term 2026, Pennthorpe became part of the Hurst family of schools through an exciting new partnership with Hurstpierpoint College. This development marked a significant and positive step for our community, strengthening our long-term future while honouring everything that makes Pennthorpe distinctive.

Pennthorpe and Hurst share deeply aligned values, a child-centred ethos, and a commitment to exceptional education. Becoming “Pennthorpe – Part of the Hurst Family of Schools” allows us to remain the warm, nurturing school we have always been, while benefiting from the experience, stability, and opportunities that come from being part of a larger, well-established group.

Our pupils and staff gain from enhanced collaboration, increased stability in a changing educational landscape, and the strategic strength of working alongside a respected partner. At the same time, Pennthorpe continues to operate with its own Board of Governors and retain responsibility for its safeguarding, performance, and strategy, ensuring continuity and protecting our unique identity.

For those joining our team, this is an exciting moment to be part of Pennthorpe’s evolution, combining the spirit, ambition, and close-knit community of our school with the wider opportunities and support offered by Hurst.





Role Overview

Reporting to the Clerk to the Governors, the school is seeking an experienced and highly organised self-employed Minute Taker to provide accurate, confidential and timely minutes for meetings of the Governing Body and its sub committees. This role supports the effective governance of the school and requires a high degree of professionalism, discretion and attention to detail.

This role would suit someone with strong written English, good listening skills, and the ability to produce accurate, well-structured minutes.

Key Responsibilities

- Attend scheduled meetings of the Full Governing Board (three per academic year) and three Sub-Committees (three per academic year) as per pre-determined dates
- Record accurate and impartial minutes reflecting decisions made, actions agreed and key points of discussion
- Note declarations of interest, apologies and attendance in line with governance best practice
- Produce clear, concise and well-structured draft minutes from home within an agreed timescale (normally within 5–7 working days)
- Amend draft minutes in line with feedback from the Clerk prior to circulation
- Prepare final minutes for formal approval at subsequent meetings

Skills & Experience

Essential:

- Proven experience in minute taking for boards or committees (school governance experience desirable but not essential)
- Excellent listening, summarising and written communication skills
- Strong attention to detail and ability to capture complex discussion accurately and clearly
- High level of professionalism, discretion and integrity
- Ability to work independently and meet agreed deadlines

Desirable:

- Experience working with governing bodies, trustees or committees
- Familiarity with independent school or charity governance
- Confidence using common document formats (e.g. Word, PDF) and secure electronic communication

This job description is subject to review from time to time to give the post-holder and other members of staff the opportunity for personal development.



How to Apply

If you are ready to take the next step and apply to become part of our inspirational team, please submit your application using our electronic Application Form (<https://www.pennthorpe.com/application-form/>) which includes uploading a covering letter by the application deadline.

- Contract: Part time, term time only
- Start Date: As soon as possible
- Application Deadline: Friday 22nd May, 2026
- Clerk to the Governors
- Salary: £18 per hour



Equal Opportunities

Pennthorpe is an equal opportunities employer and welcomes diversity. We would love applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age.

Safeguarding

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

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