



TOWN CLOSE SCHOOL

Every Moment Matters

Chair of Governors
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Town Close School – Appointment of a Governor

Town Close School, a leading independent preparatory school located in Norwich, is seeking to appoint a new member to its Governing Board. This is an exciting opportunity to contribute to the strategic oversight and continued success of a school renowned for its academic excellence, pastoral care, and vibrant community.

We are particularly interested in hearing from individuals with a strong background in commercial, financial, or strategic leadership, who are keen to apply their professional expertise in a governance context. The successful candidate will play a key role in supporting the Board's work in ensuring the school's long-term sustainability and continued development.

The role requires attendance at a minimum of 6 meetings per year, along with additional time for preparation and Committees/working groups. A full Job Description and Person Specification is enclosed for your reference.

If you are motivated by the opportunity to make a meaningful contribution to the future of a distinguished preparatory school, we would be delighted to hear from you.

If you are interested in applying or would like to discuss the role further, please contact Adrian Fennell, Chair of the Nominations and Governance Committee at afennell@townclose.com.

Yours sincerely

Ruth Ripman
Chair of Governors

Member of the Governing Board

Job Title:

Board member

Responsible to:

Chair of the Governing Body.

Purpose of the Role:

The purpose of this role is to contribute to the effective governance of Town Close School by providing strategic oversight, informed guidance, and robust support to the Head and Senior Leadership Team. As a member of the Governing Board, the appointee will help ensure that the school continues to deliver high standards of education and pastoral care, operates with financial and operational sustainability, and remains true to its values and long-term vision. The role also involves safeguarding the school's independence and reputation, while promoting innovation and excellence across all areas of school life.

Key Responsibilities:

- Contribute to the strategic direction and governance of the school
- Provide informed, constructive challenge and support to the Senior Leadership Team
- Uphold the school's ethos, values, and commitment to excellence
- Commitment to the School's values and safeguarding responsibilities. (training will be provided).

Desired Experience and Attributes:

- Senior-level experience in business, finance, or strategic planning
- A collaborative and thoughtful approach to decision-making
- A genuine interest in education and child development
- Previous board or committee experience is desirable but not essential

Commitment:

This is a voluntary role requiring attendance at termly Board meetings and committee work. Governors are also encouraged to engage with the life of the school through events and visits.