

Due to the retirement of our amazing Clerk, we are seeking a Clerk to Governors.

Are you organised, detail-focused, and an excellent communicator? Our Governing Board is seeking a professional and proactive Clerk to provide vital administrative and governance support. This is a key role ensuring the smooth running of meetings, maintaining accurate records, and offering trusted advice on governance procedures and statutory requirements.

If you enjoy working independently, managing deadlines, and supporting effective decision-making at a strategic level, we would love to hear from you.

JOB DESCRIPTION

Job Title:	Clerk to Governors
Responsible to:	Chair of Governors
Job Purpose:	Responsible for clerking full governing body meetings and any meetings of committees with delegated powers, as required.
Pay:	£180 per meeting* plus NJC Level 3D, point 7 (£13.69) per hour to cover administration time.
	<i>*approx. 17 meetings per annum</i>

Main duties and responsibilities

1. To attend and support meetings of committees of the governing body as required
To work with the Chair of Governors and Headteacher on the contents of the agenda and the supporting papers for each meeting of the governing body.
2. To check with the Chair of Governors on any actions that have been taken by him/her between meetings and that they are reported to the governing body.
3. To prepare and send out papers to the governing body 7 days before the meetings.
4. Check that meetings are quorate and if not, provide advice on how to proceed.
5. To attend governors' meetings and to take accurate notes from which to prepare minutes.
6. To ensure that the governing board fixes the dates of future meetings and that the LEA is informed.
7. To write, produce and send copies of draft minutes to the Chair and the Headteacher.
8. To distribute final minutes to governors and the school after being checked by the Chair and the Headteacher.
9. To record the attendance of governors at meetings and warn any governors in danger of being disqualified through non-attendance.
10. To set up governors' hearings, interviews and appeal committees.
11. To advise the governing board on law, standing orders and procedural matters where necessary during meetings.
12. To advise the governing board on where to obtain relevant advice and information.
13. To check on the dates of expiry of terms of office and warn governors in advance.
14. To inform the Chair of any resignations or appointments and ensure that action is taken to fill a vacancy.
15. To deal with correspondence on the appointment of co-opted governors.
16. To maintain relevant files and records of correspondence and documents.
17. To upload documents and minutes to Governor Hub.
18. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
19. To undertake any other duties of a similar level and responsibility as may be required from time to time.
20. To maintain a record of governor training.

PERSON SPECIFICATION

Use this for when completing your attributes on the application form.



Job Title: Clerk to Governors

Attributes	Essential	Preferred
Education/Qualifications	Educated to GCSE level or equivalent Good standard of literacy and numeracy	NVQ level 2 in relevant subject
Experience	Previous experience of secretarial work, including minute taking	Experience of working in an educational setting
Skills/Knowledge/Aptitude	Word processing/typing skills IT skills Excellent time management Good organisational skills Good communication skills Ability to work collaboratively with others	Shorthand skills Knowledge of law and regulations relevant to Governing Bodies
Motivation	Willingness to be flexible Commitment to equality principles	Willingness to undertake training
Other	Ability and willingness to attend evening meetings	

Complete the application form and return by **Noon, Friday 31st October.**

Email

hr@scottprimary.co.uk

Post

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Please note school will be closed for half term from 3pm, Friday 25th October and re-open Monday 3rd November