



KEYS
ACADEMIES
TRUST

CANDIDATE PACK

Clerk to Governors

Welcome from the Chief Executive Officer

Dear Applicant

I am delighted that you are interested in applying for the role of Clerk to Governors.

Keys Academies Trust is a forward looking, improving and innovative multi-academy trust, working across a family of primary and secondary schools. We have a strong central infrastructure, including school improvement, SEND, finance, HR, estates and IT, designed to enable our schools to focus on what matters most – high quality education. We are outward facing, collaborative and committed to contributing positively at local and sector level, recognising that we are strongest when we work together.

Working together as a multi-academy Trust has allowed us to use the expertise across our 5 schools to meet our common goals to give our pupils and students an inclusive, innovative learning community that respects and benefits everyone and has aspirational plans for the future. Our goal is to unlock the potential and create strong life chances for all the children we educate.

I hope that, by reading this information pack and by considering how your own skills match those needed to meet this fulfilling role, you will feel inspired to apply for the post.

Visits to our Trust are very welcome; meeting the staff will, I am sure, give you a clearer picture of the opportunity that this role offers.

I hope very much that you will consider applying to what is a dynamic and ambitious Trust.

Best wishes

Howard Nelson
Interim CEO

Job Description

Post: Clerk to Governors

Scale: Grade 7

Hours: Minimum of 32 hours per school

Closing Date: 13/07/26

Start Date: As soon as possible

Date reviewed: June 2026

1. Meetings

The clerk will:

- Work with the Chair and headteacher to draw up agendas for academy committee meetings which take account of the Keys Governance Planner and template agendas.
- Remind the Chair, other governors and staff about papers due to be sent out before meetings.
- Produce, collate and distribute agendas and papers to governors via GovernorHub, ensuring that papers are available seven days in advance of the meeting.
- Ensure that all meeting papers, including signed minutes, are saved in GovernorHub.
- Attend academy committee meetings, as well as occasional pupil disciplinary committees and complaints panels.
- Record governor attendance at meetings and apologies for absence received, with an indication of whether or not the apologies are accepted by the academy committee
- Ensure that meetings are quorate.
- Advise the academy committee on legal and procedural matters, when necessary, before, during and after meetings (and in consultation with the Head of Governance where necessary).
- Chair that part of an academy committee meeting at which the Chair is nominated (for appointment by the Keys Trust Board) and the Vice Chair is elected.
- Take notes of discussions during meetings and record all decisions accurately.
- Contemporaneously prepare draft minutes which summarise discussion, record decisions and indicate who is responsible for implementing any agreed action.
- Send draft minutes, within five working days of the meeting concerned, to the Chair and headteacher for checking.
- Make available the draft minutes, agreed by the Chair and headteacher, on GovernorHub.

2. Membership

The clerk will:

- Maintain an up-to-date database of the names and contact details of governors, their term of office, roles / responsibilities, DBS details, and whether they have completed a skills audit, code of conduct declaration and declaration of business interests for the relevant period, within GovernorHub.
- Ensure that governors upload their governor visit reports within GovernorHub.

- Ensure that governors record their training within GovernorHub.
- Ensure that all governors complete compliance actions, including Code of Conduct and KCSiE declarations, within GovernorHub annually in the Autumn term.
- Ensure that new governors receive induction information and support in accordance with the Keys Governor Induction Procedure.
- Advise the governors of the expiry of their term of office.
- Notify the Chair, headteacher and Head of Governance if a governor is absent from meetings for six months without sending apologies that are accepted by the academy committee.
- Advise the academy committee of vacancies, inform the Chair and the Head of Governance of any resignations or appointments and check that action is taken to fill vacancies.
- Ensure that governors update their declaration of interests at least annually and inform the Head of Governance of any changes to be published.
- Advise the headteacher on the process for elections of parent and staff governors with reference to the Keys' Governor Election and Appointment Procedures.
- Refer potential Trust Appointed Governors to the Head of Governance.
- Assist in the collation of governor skills audit forms.
- Assist in the annual academy committee self-evaluation.

3. Advice and Information

The clerk will:

- Disseminate information from the Keys Head of Governance as required.
- Advise the academy committee on the Keys Governor Development Pathway and training expectations and opportunities.
- Advise the academy committee on procedural issues.
- Inform the academy committee of any changes to its responsibilities as a result of changes to the Keys Scheme of Delegation / academy committee Terms of Reference or changes in legislation.
- Offer advice on best practice in governance.
- Maintain records of academy committee correspondence.
- Know where to obtain appropriate legal advice and other guidance and information.

4. Professional Development

The clerk will:

- Undertake specialist clerking training such as that provided by the National Governance Association, if not already completed.
- Attend termly Keys Clerks' briefings.
- Keep up-to-date with educational developments and legislation affecting school governance.

Person Specification

| <p>EDUCATION AND QUALIFICATIONS</p> | <p>GCSE or equivalent in five subjects at level 'C' or above, including English.</p> | <p>Higher level qualifications eg A level (or equivalent).</p> <p>Specialist Clerks' qualification or certification such as ISCG, National Clerks' Development Programme, NGA Leading Governance Level 3 Certificate in the Clerking.</p> |
|-------------------------------------|---|--|
| <p>EXPERIENCE AND KNOWLEDGE</p> | <p>Significant experience of working in an office environment.</p> <p>Significant experience in organising and minuting meetings.</p> <p>Knowledge of office procedures and systems.</p> | <p>Able to demonstrate an understanding of education issues.</p> <p>Knowledge of school governing body procedures.</p> <p>Knowledge of the law as it relates to academy governance and the roles and responsibilities of Trustees.</p> <p>Experience of working with governing bodies, in either the maintained or academy sector.</p> |
| <p>SKILLS AND ABILITIES</p> | <p>Good literacy and IT skills.</p> <p>Proven clerical and administrative skills.</p> <p>Effective organisational skills, including prioritising work in order to meet targets and deadlines.</p> <p>Proven skills in maintaining a database.</p> | |

| | | |
|------------------------------|--|--|
| | <p>Proven knowledge of word processing.</p> <p>Ability to work as a member of a team.</p> <p>Ability to liaise effectively with a range of people at different levels of the organisation and with external stakeholders.</p> <p>Ability to communicate information effectively both verbally (in fluent English) and in writing.</p> <p>Ability to research information, including via the internet.</p> <p>Ability to work with minimal supervision.</p> <p>Ability to maintain confidentiality.</p> | |
| <p>SPECIAL CIRCUMSTANCES</p> | <p>Use of a compatible computer, with internet access, at home.</p> <p>You are required to be aware of cyber security and data protection expectations and to ensure that anti virus software is regularly updated.</p> <p>Flexibility to work at times convenient to the Academy Committee, including attendance at evening meetings.</p> <p>Ability to travel to meetings and training venues.</p> | |

| | | |
|---------------------------|--|--|
| EQUALITY AND SAFEGUARDING | Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying Equal Opportunities and Safeguarding. | |
|---------------------------|--|--|

About the Trust

Our trust is a vibrant, diverse and ambitious group of five academies in the west of Peterborough. Formed in 2018, we are a trust which emerged from a strong but loose alliance of primary schools working with our large secondary school. The central team are an experienced and ambitious central support team, continually working to improve how our schools work together.

Our schools serve communities which have many similarities, but also significant differences due to the cultural and economic diversity of the city. We embrace and celebrate these differences through our key Trust value of inclusiveness. Whilst our schools work closely together, we ensure that each school retains a distinct identity within the trust.

Growing as a multi-academy trust has allowed us to use the expertise across our schools to meet our common goals and to give our pupils and students an inclusive, innovative learning community that respects and benefits everyone and has aspirational plans for the future. Our vision is to unlock potential and create strong life chances for all the children we educate.

All in our trust have high aspirations for, and high expectations of, every single pupil and student. We want them to be well-rounded, confident, caring young people with leadership skills who are motivated to achieve their best in lessons and beyond the classroom. We want them to be involved in school, local and global communities and leave us as life-long learners, equipped to build on their success and contribute positively to our future.

Work for Us

Our Trust culture is centred on valuing people, through supporting their ambitions and career paths, so that we are a respected and attractive employer. By creating a culture where staff feel respected, empowered and inspired, we create a positive learning environment.

We are keen to reward and recognize our staff and have developed a comprehensive range of employee benefits to achieve this.

Our staff benefit from:

- Professional Development and extensive CPD programmes
- Perkbox employee benefits platform providing big discounts on shopping, dining and entertainment
- Generous Occupational Pension Schemes (employer contributions of 22% Local Government Pension Scheme)
- Generous sickness benefits to support you in a time of need
- Free parking at all the Trust schools
- Nursery provision
- Free on-site annual flu vaccination scheme
- 24/7 free and confidential Employee Assistance Programme
- Online GP Assistance
- Wellbeing programme and support
- Open door listening policy to Senior Leaders

Our people vision:

- Our people are proud of our Trust and the difference we make to young people
- We are all hungry to learn and we offer career development and opportunities for all
- Everyone enjoys coming to work, we are inclusive and listen to our people
- Our leaders serve our people ensuring their professional and personal need are supported
- Our people go the extra mile because they feel well rewarded and valued and that we care

Applications

Applications should be submitted via the Keys Academies Trust website (My New Term link). The completed online application form should be accompanied by a personal statement of suitability.

In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Applications for job share may be made jointly. Please include specific examples which support your application.

We reserve the right to interview earlier if a suitable application is received before the closing date. If an appointment is made, this job advert may close earlier than the stated closing date.

The selection process will consist of a range of tasks as well as a formal interview.

References

We require two satisfactory references before a job offer is confirmed; one of which must be your line manager / headteacher in your present or most recent employment. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

Notification of outcome

Shortlisted candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

Should you require any additional information or a tour of the department, please contact: hnelson@keystrust.org

All staff are required to undertake employment checks which include:

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Online Search checks
- Health checks

Safeguarding Statement

Keys Academies Trust (the Trust) is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the School with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.



KEYS
ACADEMIES
TRUST

Ledbury Road
Peterborough
PE3 9PN