

# Clerk to Governors

Keys Academies Trust is seeking to appoint a Clerk to Governors to deliver high-quality clerking services to our five schools. This is an exciting opportunity to work flexibly around a calendar of scheduled meetings. This role offers unique insights into how schools are run at a strategic level and how governance drives school improvement. You will play a vital role in supporting strong governance that can positively impact the life chances of children in our community.

Successful candidates will have excellent communication and organisational skills, be able to work independently, and organise their own time whilst working to strict deadlines. The role includes minuting meetings, providing advice to governors on procedural matters and offering effective administrative support under the guidance of our Head of Governance.

Support is required at all 5 Keys Academies Trust schools. Applicants are invited to state how many schools they would like to support. Each school would require support at meetings four to six times per year. These typically take place on school sites and after school hours during term time, and the follow-up and administration can be undertaken at home. The Clerk may also be required to support additional meetings such as exclusion and complaints panels as needed.

Each school will have a minimum of 4 meetings per year, each meeting requiring 8 hours which includes the attendance, prep, and follow-up administration. The contract is for a minimum of 32 hours per annum per school, with additional hours being paid as worked.

Salary will be paid at NJC SCP Grade 7, point 12 to 19, (starting point 12) £14.86 to £16.66 per hour.

- Generous Employer Pension contribution to LGPS Career Average Pension meaning we will save together for your retirement.
- Life Assurance
- Occupational Sick pay protecting you and your family.
- Over 250 employee exclusive benefits through our partners Perkbox, including access to discounted cinema tickets, holiday and gym memberships and Wellbeing website.
- On-site flu and Covid vaccinations every Autumn

**Closing date: Monday 13 July 2026 at 09.00 am**

***The Board of Trustees of Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***