

Establishing lifelong learning: rooted in knowledge, enriched by experience.

EXCELLENCE

NURTURE

EXPLORATION

COMMUNITY



**Alexandra**  
Primary School

**Governance Professional (part-time)  
Applicant Pack**

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# Welcome

## **Dear Applicant,**

Thank you for your interest in our school and in the role of Governance Professional.

Since successfully transitioning from an Infant school to a full Primary in 2019, we have developed a culture where high expectations and kindness sit at the heart of everything we do. This approach has led to exceptional outcomes. We were judged *Outstanding* in all areas by Ofsted in 2023 and are currently ranked as the 77th highest performing primary school in the country (The Times Top 1000 Primary Schools 2026).

We are a popular, two-form entry school that is typically over-subscribed. Our strong reputation within the community reflects consistently high standards, outcomes that are above national and local averages, and a truly inclusive, nurturing environment. Our site includes a nursery and a dedicated Forest School area. We are proud to be "rooted in knowledge, enriched by experience," and our Gold Rights Respecting Schools Award reflects our commitment to equality and opportunity for every child. In addition, our Attachment Aware Silver Award (with Gold currently in progress) demonstrates our dedication to creating a supportive environment for all pupils.

Our Alexandra Charter underpins our commitment to providing a rich and varied educational experience. From Forest School and residential visits to learning musical instruments and exploring London's cultural heritage, we ensure that every child leaves us with a strong sense of civic agency and cultural capital.

Alexandra is currently an Associate School within the Bourne Education Trust (BET). We are in discussions with the Trust regarding full membership, subject to consultation and formal processes, to ensure our school remains at the forefront of pedagogical and digital innovation. If agreed, we anticipate this transition would take place during 2027.

We are seeking a Governance Professional to support our Governing Body of nine governors during this exciting period of development, which will also include the arrival of a new Headteacher in September 2026.

Alexandra is an equal opportunities school, and we warmly welcome applicants from all backgrounds.

If you are an experienced Governance Professional who is excited by the opportunity to work with a committed, professional, and dynamic governing body, we would be delighted to hear from you.

**Yours faithfully,**



Lorraine Slattery  
Chair of Governors

## Job advertisement

### Governance Professional (part-time)

**Start date:** as soon as possible or 3 September 2026

**Contract:** Permanent

**Salary:** Grade F, Point 18 (FTE £35,520 p.a.)

**Actual salary:** £2,163 p.a. (based on 2.5 working hours per week, 39 weeks per year, including INSET days).

**Working hours:** please note that the work is not evenly distributed week to week, the majority of hours will be worked during term time to support governing board and committee meetings, with lighter periods during school holidays.

The Governing Body of Alexandra Primary School wishes to appoint a highly organised, self-motivated Governance Professional (part-time) to support them during an exciting stage in the school's development.

Alexandra Primary School is a highly successful, two-form entry primary school, judged *Outstanding* in all areas by Ofsted (2023) and recognised as one of the highest performing primary schools in the country. Our ethos of "Excellence, Nurture, Exploration and Community" underpins everything we do, and we are committed to providing a rich, inclusive and ambitious education for all pupils.

The Governance Professional is accountable to the Governing Body and works closely with the Chair of Governors, Headteacher and other governors to ensure the smooth and effective operation of governance.

The successful candidate will be responsible for:

- Preparing agendas and meeting papers
- Taking accurate, high-quality minutes
- Providing administrative and procedural support to the Governing Body
- Maintaining accurate governance records, including policies and review schedules
- Advising the Governing Body on procedural and statutory requirements

The post requires excellent organisational, communication and ICT skills. You should be reliable, proactive, detail-oriented and highly organised, with strong interpersonal skills and the ability to communicate effectively and professionally. The role also requires discretion and the ability to handle confidential information appropriately.

The role is part-time, covering approximately four full Governing Body meetings and around ten committee meetings per academic year. Meetings are held in term time. Full Governing Body meetings are typically held on Tuesdays, Wednesdays or Thursdays from 5.00pm to 7.30pm, while committee meetings are usually held during the school day at variable times. The post holder will also be expected to attend relevant training and briefings as required.

Alexandra Primary School is currently an Associate School within the Bourne Education Trust (BET) and is in discussions regarding full membership. Should the school join the Trust, the governance model and meeting structure will align with Trust requirements. A flexible and adaptable approach to governance arrangements is therefore essential. The hours and salary for this role will remain unchanged regardless of any change in school status.

The salary reflects all duties and responsibilities outlined in the job description. Previous experience in a similar governance or clerking role is essential, and ongoing training and support will be provided.

To apply, please submit your application via MyNewTerm.

**Closing date for applications: Tuesday 30 June 2026, at 11:59pm**

**Interviews:** date to be confirmed

Alexandra Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to pre-employment checks, references will be sought and successful candidates will need to undertake an enhanced DBS check. An online search will be conducted on all candidates who are shortlisted for interview.

# Application Process

## Application form

Please review the Person Specification for the post and ensure that your personal statement reflects on how you meet these requirements in no more than 2 pages of A4. You should also complete the attached application form. We regret that we cannot accept applications that are not made on the official application form. Please make sure that you complete your contact details, including email address, and the names and contact details of two referees.

## Closing date

The closing date for receipt of applications is 30 June 2026 at 11:59pm. Please follow the instructions on the advertisement and submit your application via MyNewTerm or email the application directly to [hr@alexandra.school](mailto:hr@alexandra.school)

## Shortlisting

We will assess all applications against the Person Specification criteria using the evidence you provide in your application. We will carefully check all applications for anomalies and any gaps in your employment history. Candidates who best meet the Person Specification will be invited to an interview via email.

## References

For all candidates, we request two references deemed satisfactory by the school and will contact your referees if you are shortlisted. One referee should be your current or last employer.

## Interviews

The interview process will take place at Alexandra Primary School, date to be confirmed. Please provide photographic proof of identity, birth certificate, your right to work in the UK and proof of your NI number and qualifications with you.

## Offer of Employment

We will make a verbal offer of employment by telephone followed by an offer letter in writing. Any offer is made subject to references which are deemed satisfactory by the school, satisfactory enhanced DBS check and satisfactory medical check. Each shortlisted candidate will be notified of the outcome of the selection process.

## Data Protection Act 2018

The information you have provided will be stored on the school's secure database and will only be used to process your application. It will not be passed to any other organisation.

## Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. An online search will be carried out on all shortlisted candidates. The successful candidate will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

# Alexandra Primary School

## Job Description

### Governance Professional

<b><u>Scale:</u></b>	Grade F
<b><u>Responsible to:</u></b>	The Governing Body of Alexandra Primary School
<b><u>Important Relationships:</u></b>	The Chair of Governors, the headteacher and all other governors

### MAIN PURPOSE OF JOB

To provide advice and guidance to the Governing Body on governance, constitutional, and procedural matters.

A Governance Professional contributes to the efficient and effective functioning of the Governing Body and its committees by providing:

- Administrative and organisational support
- Guidance to ensure compliance with the appropriate legal and regulatory framework, and an understanding of the consequences of non-compliance
- Advice on procedural matters relating to the operation of the Governing Body

### KEY DUTIES & RESPONSIBILITIES

#### 1. Organising Meetings, Hearings and Appeals

The Governance Professional prepares for and administers meetings of the Full Governing Body and its sub-committees, enabling governors to focus on strategic matters.

Responsibilities include:

- Working with relevant parties to prepare agendas and ensure papers are available on time
- Convening meetings and distributing documentation in accordance with legislation
- Ensuring meetings are quorate, inclusive, and well structured
- Overseeing the election of officers
- Recording attendance and apologies, and taking appropriate action regarding absences
- Taking accurate minutes, including agreed actions, responsible persons, and timescales
- Circulating draft and approved minutes to governors, trustees, committee members, the Headteacher, and other relevant parties within agreed timescales

- Following up on action points and updating the Chair on progress
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## **2. Providing Advice and Guidance**

The Governance Professional will:

- Advise on legal duties and governance best practice
  - Advise on constitutional requirements
  - Advise on Governing Body procedures
  - Advise on statutory guidance and policies
  - Advise on annual governance tasks and decisions
  - Advise on governor Continuing Professional Development (CPD)
  - Access external advice where appropriate
  - Support issue resolution and decision-making
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## **3. Administration and Record Keeping**

The Governance Professional supports the Governing Body by maintaining accurate records and ensuring accessibility of governance documentation.

Responsibilities include:

- Maintaining membership records, including contact details, terms of office, and notifying relevant authorities of membership changes
  - Advising governors of upcoming term expiries and their impact on capacity, diversity, and skills mix
  - Supporting transparent vacancy-filling processes and efficient election and appointment procedures
  - Providing procedural advice and support during governor elections
  - Advising on succession planning for governance roles
  - Maintaining governing documents, including terms of reference and signed minutes
  - Collating and maintaining records of governors' pecuniary interests and ensuring appropriate publication
  - Maintaining records of governor CPD
  - Ensuring Disclosure and Barring Service (DBS) and other relevant checks are completed where required
  - Maintaining governance correspondence records
  - Drafting correspondence on behalf of the Governing Body
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#### **4. Maintaining Relationships and Communication**

Good relationships between the Governance Professional and members of the Governing Body are essential for open communication. The Governance Professional also has a role in supporting and advising the Governing Body on self-review and development.

The Governance Professional will fulfil these responsibilities, while maintaining independence, by:

- Maintaining professional working relationships with the Chair, governors, and school leaders
  - Communicating on governance matters outside formal meetings
  - Liaising on behalf of the Governing Body when appropriate (for example, during external reviews of governance)
  - Supporting the coordination of induction, learning, and development opportunities for those involved in governance
  - Contributing to continuing professional development initiatives
  - Participating in regular performance management meetings with the Chair
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#### **5. Ensuring Compliance**

The Governance Professional is responsible for supporting compliance with statutory and governance requirements by:

- Ensuring meetings are quorate
  - Overseeing the review of required policies
  - Ensuring publication of governance information on the school website
  - Advising on data protection requirements
  - Overseeing governance recruitment processes
  - Coordinating safeguarding checks for governors
  - Monitoring the eligibility of governors to serve, including committee membership
  - Notifying relevant parties of disqualifications, term expiries, and vacancies
  - Maintaining statutory registers and filing returns
  - Keeping up to date with educational developments and legislation affecting school governance
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#### **6. Additional Duties**

The Governance Professional will also be required to:

- Provide governance support to any statutory appeal committees or panels convened by the Governing Body
- Assist with the election of parent and staff governors
- Maintain a file of relevant Department for Education (DfE) and Local Authority guidance
- Maintain governance archives
- Prepare briefing papers for the Governing Body as required
- Conduct skills audits and advise on training needs
- Undertake additional governance-related tasks as determined by the Governing Body from time to time
- Maintain regular contact with the Achieving for Children (AfC) Governor Support Service
- Successfully complete the Professional Clerking induction CPD programme within the first year of employment
- Attend AfC termly briefings and participate in professional development opportunities

## **7. Safeguarding and Support for the School**

- Be aware of and comply with school policies, particularly procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Chair of Governors or Headteacher.
- Contribute to the overall ethos of the school.
- Share responsibility for ensuring that your own knowledge and understanding is relevant and up-to-date.
- Attend relevant meetings and participate in appraisal meetings.
- Participate in training and other learning activities as required.
- Provide specialist guidance to other staff and assist in the training and development of staff as appropriate.
- Undertake other duties as may reasonably be required as agreed with the Chair of Governors or Governing Body.

# Alexandra Primary School

## Person Specification

### Governance Professional

#### Knowledge

The successful candidate will have knowledge of:

- The school system, including structures, accountability, and funding
- Governance legislation, procedures, and regulations relevant to the organisation
- The core functions of a school Governing Body
- Effective governance principles and best practice

#### Skills

The successful candidate will demonstrate:

- Strong literacy, numeracy, and IT skills
- Excellent written and verbal communication skills
- Minute-taking skills
- Planning and organisational skills
- Relationship-building and interpersonal skills
- Advisory skills, including recommending appropriate courses of action
- Risk awareness and the ability to articulate risk within a governance context
- Strong problem-solving abilities
- Effective time management and the ability to meet deadlines while managing competing priorities

#### Personal Attributes

The successful candidate will demonstrate:

- A strong commitment to the values and ethos of the school
- Flexibility and adaptability to different situations and governance models
- Personal integrity and commitment to the principles of public life
- Respect for confidentiality
- Confidence and resilience, including the ability to challenge appropriately when necessary
- Commitment to ongoing professional development and continuous improvement
- Strong attention to detail and accuracy
- A professional and collaborative approach to working relationships

When completing your statement of application you should ensure that you provide supporting evidence of how you meet the criteria through reference to recent work or other relevant experience. Criteria will be further tested later in the process through interviews and other tasks.