

## JOB DESCRIPTION

<b>Post Title</b>	Clerk to Local Governing Bodies
<b>Main Job Purpose</b>	The Clerk to the Local Governing Bodies provides professional administrative and procedural support to the governing board. You will work closely with the Chair of Governors and Headteacher to plan meetings, prepare agendas, take accurate minutes, and offer guidance on governance processes and compliance.
<b>Grade</b>	Grade 6 (Range 15 – 20) FTE: £30,024 to £32,593
<b>Working hours</b>	10 hours per week (Monday to Friday) with some evening work

Main Duties	
<p>The Corinium Education Trust consists of 6 schools, each with their own Local Governing Body:</p> <ul style="list-style-type: none"> <li>• Cirencester Deer Park School</li> <li>• Chesterton Primary School</li> <li>• Kemble Primary School</li> <li>• Siddington C of E Primary School</li> <li>• Down Ampney C of E Primary School</li> <li>• Sherborne C of E Primary School</li> </ul> <p>We are also opening a new primary school, The Steadings, in September 2029. As we anticipate further growth, this is an exciting opportunity to join and contribute to our expanding Governance team.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Support our Local Governing Bodies, arrange meetings, create agendas, collate papers, attend meetings and prepare accurate minutes</li> <li>• Provide procedural, regulatory, and governance advice to governing bodies at meetings and as and when appropriate</li> <li>• Work closely and cooperatively with people, including Chairs, LGB members, and headteachers and their teams</li> <li>• Attending governing board and committee meetings (usually evenings)</li> <li>• Maintaining records, policies, and statutory information</li> <li>• Advising the board on governance regulations and best practice</li> </ul>	

<ul style="list-style-type: none"> <li>• Managing correspondence and supporting governor recruitment and training</li> <li>• Work effectively to meet deadlines</li> <li>• Understand and adhere to confidentiality and integrity</li> </ul>
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<b>Supervision and Management</b>	The jobholder does not have responsibility for staff.
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<b>Creativity and Innovation</b>	The jobholder works within the trust and schools' procedures, policies and approved methods but sometimes must interpret these to deal with a problem. Some innovation is required.
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<b>Decision Making</b>	The jobholder is expected to follow trust and school procedures to resolve routine problems encountered in the job but to seek assistance, or approval to their recommendations, for anything more unusual.
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<b>Key Contacts and Relationships</b>	The jobholder will communicate regularly with headteachers, governors, trustees and central team members.
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<b>Resources</b>	The jobholder is expected to use trust resources appropriately and with care but is not personally accountable for their overall security.
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<b>Working Environment</b>	The job holder will predominantly be working from home, however, will be required to attend the schools within the trust from time to time.
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<b>Person Specification</b>	
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of administrative work including document preparation and record keeping</li> <li>• Experience of attending meetings and producing accurate minutes</li> <li>• Experience of working with confidential information</li> <li>• Knowledge of school governance structures and experience working in a school or educational setting would be advantageous but is not essential.</li> </ul>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Good general education including GCSEs (or equivalent) in English and Mathematics</li> <li>• Commitment to undertake relevant clerking and governance training</li> <li>• Relevant administrative or governance qualification is desirable but not essential</li> <li>• Accredited clerk training would be a benefit but not essential (e.g. NGA or Local Authority)</li> </ul>	
<b>Skills &amp; Knowledge</b> <ul style="list-style-type: none"> <li>• Excellent listening, communication and written skills;</li> <li>• Strong organisational skills and the ability to work unsupervised;</li> <li>• Managing your own time, working well under pressure and meeting deadlines</li> <li>• Engaging in training and continuing professional development;</li> <li>• Initiative, creativity, resilience and personal integrity</li> <li>• Attention to detail and recording information accurately;</li> <li>• Understanding of data protection and maintaining confidentiality</li> <li>• Good interpersonal skills and a sense of humour</li> </ul>	
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• High level of accuracy and attention to detail</li> <li>• Professional, reliable, and discreet</li> <li>• Ability to work with a range of stakeholders</li> <li>• Flexible to attend evening meetings</li> </ul>	

- Commitment to safeguarding and promoting the welfare of children