



Aylesbury High School | #AHSWalksTall

Developing uniquely talented young adults, who are independent, strong and confident

CLERK TO GOVERNING BODY

THE SCHOOL

Aylesbury High School (AHS) is a forward-thinking girls' grammar school that values both academic and pastoral excellence and co-curricular opportunities with the vision of developing uniquely talented young adults, who are independent, strong and confident.

We create a welcoming environment which draws the very best from all in our community. Achieved by providing an ambitious education that stimulates creative and critical thinking, values diversity and facilitates dynamic personal development.

The AHS values are Confidence, Respect, Engagement, Aspiration, Teamwork and Enjoyment and we want all our community to experience, develop and demonstrate these characteristics both within the curriculum and through our extensive co-curricular offering.

JOB DESCRIPTION: Clerk to Governing Body

DATE:	May 2026
PAY RANGE:	Depending on experience and qualifications
RESPONSIBLE TO:	The Chair of Governors

JOB PURPOSE

To ensure the efficient functioning of the board by providing administrative and organisational support, alongside guidance to ensure the board works in compliance with appropriate legal and regulatory frameworks.

The Clerk oversees all aspects of governance effectiveness within the single academy trust, ensuring the board meets all statutory requirements and understands the potential consequences of non-compliance.

DIMENSIONS

- **Hours:** Part-time, 7.5 hours per week (1 day) term time plus INSET days (39 weeks per year).
- **Flexibility:** 292.5 hours total, worked flexibly through the school year to meet the needs of the role.
- **Meetings:** Attendance at approximately 15 core meetings per year, including FGB (4), Personnel (3), Resources (4), Teaching and Learning (3), and a Strategy Day (1).
- **Requirements:** Willingness to work flexible hours, including evenings for meetings, and the ability to attend in person or via remote platforms.

PERFORMANCE STANDARDS

The work will be judged against this job description and any targets set during the appraisal process. The DfE's Clerking Competency Framework will inform the appraisal and self-assessment process. Post holders are expected to undertake regular CPD and training to maintain the breadth of knowledge required for professional clerking.

PRINCIPLE ACCOUNTABILITIES

The role requires undertaking the following tasks (note: this list is not exhaustive):

1. Advice and Guidance

- Advise the governing board on legislation and procedural matters before, during, and after meetings.
- Act as the first point of contact for governors regarding procedural queries.
- Inform the board of changes to responsibilities resulting from new legislation or school status changes.
- Offer advice on best practice in governance, including committee structures and self-evaluation.

2. Administration of Meetings

- Prepare focused agendas in liaison with the Chair and lead SLT members.
- Distribute agendas and papers in a timely fashion as required by regulations.
- Ensure meetings are quorate and record governor attendance and apologies.
- Draft accurate minutes indicating responsible parties for agreed actions and timescales.

3. Membership and Induction

- Advise on the expiry of terms of office to ensure timely elections or appointments.
- Maintain a register of governor pecuniary and business interests.
- Support new governor induction and ensure access to the Code of Practice and other essential documents.
- Liaise with the Headmistress's PA to ensure appropriate DBS checks are carried out.

4. Information Management and Compliance

- Maintain up-to-date records of board membership and perform statutory filings at Companies House and GIAS.
- Ensure statutory policies are in place, reviewed and revised when necessary, and published on the school website.
- Maintain a record of signed minutes and all governing board correspondence.
- Manage the trust's online governance portal (Governor Hub).

5. Additional Services

- Clerk any statutory appeal committees or panels as required.
- Assist with the elections of parent governors.
- Conduct skills audits to advise on training requirements and criteria for new appointments

PERSON SPECIFICATION

Essential Criteria

- **Skills:** Effective verbal and written communication skills with high attention to detail.
- **Technical:** Ability to use Google Docs, Microsoft Word, Excel, and the internet for research.
- **Professionalism:** Ability to work under pressure, maintain confidentiality, and use discretion.
- **Organisation:** Able to organise time effectively, work to deadlines, and take initiative.
- **Experience:** Previous experience as a governance professional for an academy.

Desirable Criteria

- Knowledge of educational legislation and the legal framework for grammar schools and academies.
- Knowledge of the respective roles of Members, the Governing Board, and the Headteacher.
- Understanding of Safeguarding legal responsibilities and Data Protection (GDPR).

FLEXIBLE WORKING

AHS is a supporter of Flexible Working; over a third of our staff have a flexible work arrangement. We recognise that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress and therefore want to support our employees in achieving a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests.

Please include detail in your letter of application or talk to us at interview about the flexibility you need. We cannot promise to give you exactly what you want, but we will do our best to accommodate your needs.

AHS is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met.

SAFEGUARDING STATEMENT

CVs alone cannot be accepted for safeguarding reasons

If you are shortlisted for this post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is attached. The appointment will be subject to references, which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.

AHS is an equal opportunities employer

We encourage early applications for all vacancies and reserve the right to close our vacancies at any time should the right candidates be found.