



CLERK TO THE GOVERNORS

SALARY:	£150 per meeting (preparation and attendance)
LOCATION:	The Thomas Alleyne Academy, High Street, Stevenage SG1 3BE <u>and/or</u> Roebuck Academy, St. Margaret's, Stevenage SG2 8RG
HOURS:	5 meetings per year, per school
START DATE:	April 2026

JOB PURPOSE

We are looking to recruit someone with excellent organisational, communication and IT skills to provide efficient and effective administrative support to our Boards of Governors at Thomas Alleyne and Roebuck Academies. Applicants can apply for the clerking role at one or both of the schools - supporting either 5 or 10 meetings a year.

The clerks' main duties will consist of the acquisition, preparation and distribution of meeting documents, and the recording and distribution of minutes. The successful candidate should be able to edit and refine documents to make them clear and easy to read, and have proficient IT skills.

Attendance at all governance meetings is essential. These are mainly on-site sessions in the evening, scheduled between September and July. A flexible approach and the ability to travel independently is key. The planned and draft dates of meetings are shown in the section below.

The clerk will need to work effectively with senior staff and board members, and you will have support from a friendly and experienced team. Clerks can seek help and advice from a governance professional employed by Chiltern Learning Trust. Full training will be provided.

This role is open to internal and external applicants.

ROLE AND RESPONSIBILITIES

- Two weeks prior to the meeting - work with the chair of governors and head teacher to agree the agenda and agree which documents will need to be collated and shared.
- One week prior to the meeting - prepare documents and circulate these to governors by email and on Governorhub.
- Meeting date - attend the meeting and take minutes (in person at school, occasionally online)

- Within two weeks - share draft minutes with the Chair of Governors and distribute final minutes. Maintain accurate governance records on Governorhub, including attendance, membership, training logs, and statutory forms
- Annually (Summer term meeting) - agree a meeting calendar for the following academic year
- Ad-hoc clerking may be requested for formal school meetings such as suspensions or disciplinary meetings.

MEETING SCHEDULE

Confirmed meeting dates 25/26 academic year

- Tuesday 21st April 2026 (Roebuck Academy)
- Thursday 30th April 2026 (Thomas Alleyne Academy)
- Thursday 2nd July 2026 (Thomas Alleyne Academy)
- Tuesday 14th July 2026 (Roebuck Academy)

Draft schedule for meeting dates 26/27 academic year - not yet confirmed

- w/c 5th October 2026
- w/c 23rd November 2026
- w/c 8th February 2027
- w/c 26th April 2027
- w/c 28th June 2027

PERSON SPEC

- Highly organised with exceptional written communication skills
- Have experience working with professionals at a senior level
- Self-motivated, and able to work independently
- Able to work to deadlines
- Be a professional - in person and in written communication
- Work with discretion and maintain confidentiality

TO APPLY

Please apply via the 'My New Term' website. Please note that applications via any other format can not be accepted.

Application Deadline: 9am on Monday 19th January 2026

Interviews will take place: February 2026

SAFER RECRUITMENT & INCLUSIVITY STATEMENT

Hart Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and provide proof of their right to work in the UK. In addition, Google searches will be conducted on shortlisted applicants.

The Thomas Alleyne Academy and Roebuck Academy are equal opportunities employers with a culture of inclusivity, and we welcome applications from all suitably qualified persons. We are committed to treating all people equally and respectfully, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.