



Clerk to Local Governing Boards

Information for Applicants

May 2026





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About Cavendish Education Trust

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

The Cavendish Education Trust offers an exciting and dynamic workplace environment. We believe that staff make a difference to children and place staff development at the centre of our strategic planning.

Promoting the continuous professional development of our staff is one of our highest priorities as we believe this is a vitally important part of improving outcomes for young people. Cavendish Education Trust is proud of its record in developing staff and on the quality of CPD more widely.



Letter from our Chief Executive Officer

Dear Applicant,

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

We encompass more than 2,000 pupils between the ages of 2 and 16 years in Infant, Junior and all-through settings. As well as achieving excellent academic results, CET schools are deeply committed to the personal development of our young people. We are proud to contribute to our local community with our pupils having opportunities to support local projects.

I strongly believe in the power of an outstanding education to transform lives. It is a great privilege for me to lead CET and I work tirelessly to make sure we deliver our vision of working collaboratively to inspire learners to demonstrate the knowledge, skills and values required for lifelong learning and to be successful, active members of the Trust and wider community.

The Trust has three shared key values which are Respect, Responsibility and Resilience. They underpin everything that we do across the Trust, from planning and delivering our curriculum to personal development of individuals. Through our values, a caring and supportive environment is created to promote learning.

Our schools promote excellence in everything they do. In every school, the entire staff team works in partnership with parents and the local community in nurturing today's young people and inspiring tomorrow's leaders.

CET employs the very best staff and invests heavily in their continuing professional development. CET has a talented and dedicated team of staff, Local Governors and Trustees. Each of our schools receives strong support from parents and the local community. We work together, united in a common goal to enable pupils with the knowledge and skills to become successful lifelong learners.

Thank you for your interest in working with us.

Peter Marchant
Chief Executive Officer (CEO)

Staff Wellbeing

Staff Wellbeing is our priority at Cavendish Education Trust and are always investigating new initiatives to promote wellbeing as part of our schools' priority to develop and implement a CET mental health and wellbeing strategy. We offer our staff the following:

- Wellbeing groups are set up at each school to discuss and enhance staff wellbeing;
- Free Flu Vaccinations are offered annually;
- An Employee Assistance Programme (counselling service) is available to staff and their family members for confidential support and advice on financial and welfare issues;
- Childcare vouchers are available as part of a salary sacrifice scheme;
- A cycle to work bike scheme, to save and spread out the cost of a new bicycle as part of a salary sacrifice scheme;
- A welcoming staff room with complimentary tea and coffee;
- Support and mentoring by Senior Leadership Team and other experienced leaders;
- Tailored CPD and staff development;
- A 50% contribution to the cost of Benenden Private Health Care;
- Local Government Pension Scheme / Teachers Pension Scheme.





JOB DESCRIPTION 1/2

JOB TITLE	Clerk to Local Governing Boards
GRADE	Single Status 7
RESPONSIBLE TO	Clerk to Trustees

JOB PURPOSE

- To ensure good governance in the Trust schools, with regular contact with the Chair of Governors and Senior Leaders.
- To keep the Governing Boards running smoothly through efficient administration and the ability to offer timely advice.
- To support the Governing Boards in understanding its role and legal duties and to provide clear impartial advice. The clerking role should be a discrete and independent function but remain accountable to the Chair.
- The role involves supporting the Chair to set agendas, producing accurate and good quality minutes, and providing knowledgeable and confident support to the board to ensure compliance with the relevant legal frameworks, contractual obligations and governance requirements of the Trust.

KEY TASKS

- To provide efficient and professional governance advice to Governors on all matters to ensure statutory compliance
- To attend all Governing Board meetings and Governor panels where clerking is required and be responsible for taking minutes.
- To be responsible for preparing agendas in advance and liaising with Chair of Governors in order to collate reports in readiness for the meetings
- Be responsible to maintain a consistent and organised Governor drive, so that all documentation is filed and easily accessible
- To produce, collate and distribute the agenda and papers so that recipients receive them at least 7 clear days before the meetings (using e-mail communication in addition to paper documentation)
- To record all decisions accurately and objectively with timescales/person responsible for actions agreed
- To support other Trust clerks and be available to step in and support meetings when a clerk is required
- To record the attendance of Governors at meetings and provide this information to Chair of Governors
- To provide information to support any completion of statutory returns as required.
- To meet as necessary with the Chair of Governors

JOB DESCRIPTION 2/2

- To ensure that Get Information About Schools (GIAS) is up to date for Governor appointments/resignations
- To maintain a database of names, addresses and categories for the Governors and their term of office.
- To ensure the Governor sections of the Trust's websites are up to date.
- To set up and maintain accurate records in systems
- To book rooms for meetings and ensure refreshments are available
- To maintain copies of terms of reference for committees/working parties as required
- To ensure Governors complete any training as required,
- To maintain a register of Governor business interests and review this annually
- Be responsible for Governor Hub so that information is up to date and declarations are completed by Governors as required
- To advise the Governing Boards on governance, legislation and procedural matters where necessary before, during and after the meeting
- To ensure Governors are aware of relevant training and development requirements and keep a training record to be published and reviewed annually
- To initiate a welcome pack and induction programme to newly appointed Governors including details about their terms of office
- To ensure all Governors have up to date DBS checks and that these are recorded on the School's Central Record
- To attend any relevant clerk training as required
- To undertake any other administrative duties as required

This job description sets out the duties of the post at the time it was published. The hours and the job description may be modified depending on the needs of the Trust. The post holder may be required from time to time to undertake other duties within the Trust as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The priorities for each year will be reviewed against this job description annually through performance management meetings.

Please note that we are committed to safeguarding and promoting the welfare of our staff and pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.

PERSON SPECIFICATION
Clerk to Local Governing Boards

Essential Criteria	
Education & Qualifications	<ul style="list-style-type: none"> • NVQ level 3 or equivalent level experience
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to organise complex material and to understand and assimilate new information • Ability to take accurate minutes and maintain efficient record keeping systems • Communication, literacy and IT skills • Ability and willingness to work individually using own initiative • Ability to organise time and work to deadlines
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working in an administrative capacity • Experience of maintaining and manipulating computerised and/or hard copy data/ information • Knowledge of governance procedures and/or experience which demonstrates the ability to gather and analyse information for research purposes • Experience of writing agendas, reports and policies • Experience of producing accurate and effective minutes • Experience of servicing meetings • Awareness of data protection legislation to handle information securely in a confidential and impartial manner
Personal Attributes	<ul style="list-style-type: none"> • Ability to demonstrate and maintain integrity, impartiality and confidentiality • Willingness to work at times convenient to the governing body including evening meetings and travel to meetings at all Trust schools • To produce evidence of personal and professional development and an openness to learning and change • Ability to demonstrate commitment to equal opportunities • Sensitive to the differing perspectives of those who work in schools

Desirable Criteria	
Education & Qualifications	<ul style="list-style-type: none"> • BTEC Level 3 in Clerking for Governing Bodies or equivalent
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to develop and maintain contacts with outside agencies
Knowledge & Experience	<ul style="list-style-type: none"> • Previous experience of working in a school environment • Knowledge of education legislation, guidance and legal requirements • Knowledge of the respective roles and responsibilities of the governors

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Staff Testimonials

From day one, I felt welcomed, there is a real sense of community here, and everyone is committed to creating the best possible learning environment for our pupils. I truly appreciate the collaborative atmosphere and the opportunities for professional growth.

- Primary Teacher

Working at this school has been an incredibly rewarding experience. I feel empowered to innovate and make a real difference to the lives of our pupils knowing I have a strong team backing me up.

- Secondary Teacher

The resources and support provided are excellent, I appreciate the open communication and the feeling that my voice is heard.

- Teaching Assistant



How to Apply

Once again, thank you for your interest in this role at Cavendish Education Trust.

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all pupils in an outstanding school with a culture of high expectations and ambition, please ensure you apply for this position.

Cavendish Education Trust is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people.

If you wish to arrange a visit or have an opportunity to discuss this post informally, please contact our HR department on:

01323 731340, or email hr@cet.uk



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