



Role:	Governance Clerk
Hours:	37 hours per week, TTO (39 weeks per year)
Location:	Remote and London
Salary:	£27,662 - £28,689 FTE - [£24,004.70-£24,895.91 Actual]
Responsible to:	Governance Professional

Role Purpose

The Governance Clerk is part of the Skinners' Company Governance Team. The role provides practical administrative and clerking support to the academies' local governing boards. The postholder will ensure meetings are well organised, properly recorded and run in line with agreed procedures. This is a hands-on administrative role suited to someone who is organised, accurate, reliable and comfortable supporting formal meetings and being responsible for generating appropriate minutes with the help of AI software.

Key Responsibilities

- Prepare and circulate agendas, papers and meeting invitations in liaison with the Chair, Principal and relevant academy staff.
- Work under the direction of the Governance Professional.
- Attend in person and virtual governing body, committee and panel meetings, many of which start at 5pm. The majority of in person meetings will be in London (N4) but some travel to other locations may be required.
- Take clear, accurate and timely notes, ensuring that AI software creates a clear record of attendance, apologies, key decisions, agreed actions and appropriate evidence of challenge and support.
- Maintain an action log and follow up on outstanding actions with relevant individuals.
- Keep governor records up to date, including terms of office, attendance, declarations of interest and contact details via GovernorHub.
- Ensure approved minutes, policies and governance documents are stored and circulated appropriately.
- Support the Chair with basic procedural matters, such as quorum, agenda order and the recording of decisions.
- Assist the Governance Professional and Head of Governance with governor appointment, induction and resignations paperwork where required.

- Maintain confidentiality at all times and handle sensitive information appropriately.
- Carry out other clerking and administrative duties reasonably required to support effective academy governance. This may include supporting meetings at other academies within our family of schools on an ad hoc basis.

Working Arrangements

The role is flexible and is term time only, with most work taking place around the academies' governance meetings which are scheduled annually.

Meetings often take place outside normal school hours and will frequently require in person attendance; however, the role will largely be based at home.

Person Specification

	Essential	Desirable
Good standard of written English, including spelling, grammar and punctuation.	✓	
Accurate minute-taking and note-taking skills.	✓	
Strong organisational skills and attention to detail.	✓	
Ability to work independently and meet deadlines.	✓	
Professional, discreet and reliable approach.	✓	
Previous experience of clerking, minute taking or school administration.	✓	
Willingness to undertake governance or clerking training.	✓	
Understanding of school or academy governance.		✓
Experience using GovernorHub, Microsoft Teams, Scriba, SharePoint or similar systems.		✓
Awareness of confidentiality, safeguarding and data protection in an education setting.		✓
	✓	

Safeguarding and Confidentiality

The Company is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be expected to share this commitment and may be required to complete appropriate pre-employment checks. The postholder must maintain strict confidentiality in relation to all governance, staffing, pupil and academy matters.