

Clerk to the Governors

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| School: | Aureus School | Posted: | 18th March 2025 |
| Location: | Candytuft Way, Harwell, Didcot, Oxfordshire OX11 6FF | Expires: | 24th March 2025 11:59 PM |
| Contract Type : | Permanent | Start Date: | 22nd April 2025 |
| Salary: | FTE £33,426 | Job ID: | 1472369 |
| Hours: | Part Time | Job Reference: | CWM23 |



We are seeking to appoint a professional Clerk to provide governing body clerking support for two of our Schools Governing Bodies.

Your opportunity

At GLF Schools our local governance structure is customised for our Multi Academy Trust. Each of our schools has a distinct character and culture to meet the needs of its community and context. We recognise the value of retaining a local governance committee for our schools and call these committees **School Standards Boards (SSBs)**.

We require a clerk to support SSBs - **Aureus School**, and a joint SSB at **Manor Primary School and Aureus Primary School**.

At GLF Schools we believe that our Clerks are vital to the success of and form part of our Trust governance team led by our Trust Governance Manager. The role will involve providing effective administrative support to the SSB's, ensuring the governing board is properly constituted, managing information effectively in accordance with legal requirements and supporting the wider governance team.

What we are looking for

The role and salary will also include the need to travel to the schools to attend the meetings that take place six times a year (two hours per meeting) for each SSB. The clerking duties and travel costs are included as part of the hourly rate.

Access to a computer, printer and the internet at home is essential as most of the work will largely be home based outside of attendance at meetings in school.

The successful applicant will have a genuine interest in school governance, ensuring they keep abreast with current educational developments and legislation affecting schools as well as knowing about how governance works in GLF Schools. A clerk must be independent, a person of integrity with strong interpersonal skills, organisational skills and a positive attitude.

At GLF Schools, the clerking role, is a Senior Specialist and the ideal candidate will be:

- Organised and have the ability to work to tight deadlines.
- Flexible and adaptable to suit the needs and requirements of the Trust.
- Confident in communicating with all levels.
- Able to remain professional when handling confidential material.
- Knowledgeable about governance procedures and educational legislation and guidance and/or willingness to develop knowledge.

Hours: The role will involve clerking for the six two-hour meetings over the academic year for each SSB, attending three two-hour forums across the year and attending any training required to deliver the role and all the preparation, planning and minuting of scheduled SSB meetings.

To Clerk a **single** SSB, the hours of work are 102 hours across the year, for 38 weeks of the year, which is just under 2 hours a week term-time only, plus 13 hours per year for forums, PD and training. Please note the hours will be reflective of the two SSBs that you will be clerking for.

Salary: Senior Specialist £33,426. Please note that this is the **Full-time equivalent - salary will be pro rata'd accordingly.**

Closing Date: 24th March 2025

Start Date: 22nd April 2025

Interview Date: TBC

Safeguarding Statement:

GLF Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

As a Trust, we are happy to discuss flexible working opportunities. GLF Schools recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging. We strive for an inclusive environment where staff, children and students are comfortable to express their own identity, should they wish, in which diversity and inclusion is of mutual benefit for everyone in our schools. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve the right to interview shortlisted candidates ahead of the closing date.

Please be advised that references may be requested on receipt of your application. Please state if you wish this to be delayed until shortlisting/interviews have taken place.