



Clerk to Governors (The Costello School & Bohunt Farnborough)
BET Grade 5 (A-E) £33,175-£36,368 p.a (Actual Salary £3,195 to £3,502)

160 hours per year, term time only
split equally between two schools

Join us and make a real difference by supporting the people who shape our schools.

Bohunt Education Trust are seeking to appoint a governance clerk to join our team of clerks delivering a high-quality clerking service to our academy local governing bodies (LGBs) specifically at The Costello School and Bohunt Farnborough School. The clerk will be required to work across both schools.

This is an exciting opportunity to join our governance team, working with local governing boards and the Trust team to ensure that we are achieving our strategic and statutory responsibilities.

Are you able to demonstrate:

- Excellent communication, interpersonal and organisational skills
- Ability to work independently
- Ability to organise your own time whilst working to strict deadlines
- Utmost confidentiality and discretion

The role will include working with the Governance team, Headteachers and Local Governing Boards to finalise agendas, organise paperwork and documentation, prepare minutes from local governing board meetings and providing advice to governors on procedural and legislative matters in accordance with our Trust's governance approach and relevant statutory guidance and policy. You will be supported by the Governance Team and report to the Trust Governance Lead.

A flexible approach to working hours is essential as the role involves twilight / evening meetings which tend to cluster in certain weeks of term. Governance Clerks are home based and must provide their own equipment to undertake this role. Access to the internet and ability to attend virtual meetings are a requirement. Governance Clerks are required to attend, in person, 6 meetings of each Local Governing Board at each school per year. (These are held at half term dates agreed in the summer term.) Clerks are also required to attend the Clerks annual training day in person which takes place at one of the Trust's schools.

In addition, clerks are required to undertake trust governance training and annual training updates as required.

Your support of effective governance in the Trust will contribute towards the best outcomes for the students in the schools you support.

The role is for 160 hours, to include 12 meetings (2 hours each) for each LGB, (The Costello School and Bohunt Farnborough) per academic year, during term-time only.

What we offer:

- Primarily home based working

- Competitive salary and Local Government Pension Scheme
- Opportunity to experience Governance in a rapidly-growing organisation
- Benefits including Cycle to Work, Retail and other discounts schemes

For an informal discussion about the role, please contact Sharon Taylor, Trust Governance Lead
staylor1@bohunt.hants.sch.uk or 01428 724324 ext 1001.

To apply please complete the application form for Support Staff from <https://www.bohunttrust.co.uk/bet-careers/vacancies/> and email this to jobs@bohunt.hants.sch.uk.

Bohunt Education Trust is fully committed to safeguarding and promoting welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

We are proud to be an equal opportunities employer and encourage applications from individuals regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We value the benefits that a diverse workforce brings and are actively working to increase representation across all areas of our Trust. We strongly encourage applications from people of all backgrounds, particularly those who are underrepresented in our workforce, including, but not limited to:

- Returning parents or carers re-entering the workplace
- Individuals from Black, Asian, and Minority Ethnic backgrounds
- People who are LGBTQ+
- Those with a disability, impairment, or long-term condition
- Individuals with caring responsibilities or a lived experience of poverty
- People from different nations, regions, and cultures

If you need any adjustments during the recruitment process, we're here to support you, just let us know.

Appointments will be made subject to pre-employment checks, receipt of satisfactory references, enhanced DBS check including online/social media and section 128 checks. The school is committed to safeguarding and promoting the welfare of young people.

Closing date: Midday Monday 22 June 2026

Interview date: 29 June 2026 and 2 July 2026

Start date: 1 September 2026

