



JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Clerk to Governors (The Costello School and Bohunt Farnborough)
Location:	Predominantly working from home, with some in-person school visits when needed to carry out your full duties
Responsible to:	Trust Governance Lead
Liaises with:	Governance team including other trust clerks, Heads of School, PAs, Local Governing Boards (LGBs) and LGB Chairs.

Job Purpose:

To provide professional clerking support to Local Governing Bodies (LGBs), ensuring effective, compliant governance across the Trust. The role supports governors by organising meetings, maintaining accurate records, and advising on procedures and statutory requirements, enabling governing boards to focus on strategic priorities and school improvement.

Main Duties

- Developing and maintaining effective professional working relationships with the chair, governors and the headteacher.
- Finalising agendas with the headteacher and chair of governors in accordance with the governance team and work planners.
- Ensuring associated paperwork is submitted and uploaded to a secure area within the Trust's agreed timescales.
- Maintaining accurate records for each governing board including recording governor attendance, appointments, terms of office, resignations, changes in governors' details.
- Ensuring each governing board operates within the Trust's agreed policies and procedures.
- Attending all LGB meetings and producing Trust board reports (within 5 days) and accurate minutes, in line with Trust protocols, within 7 days of each meeting for review by Head and Chair, and 14 days of each meeting for circulation.
- In liaison with the Governance team advising each LGB on its core functions and other Department for Education governance advice, and on the Trust's protocols and procedures, during and between meetings as needed.
- Support new governor induction, ensuring relevant paperwork is completed, setting up governors on systems, and ensuring they know how to access their accounts. Ensuring new governors have access to current guidance and timely and appropriate training, including on-line training.
- Accessing appropriate advice for the LGB where necessary via the governance team.
- Liaising between the LGB and the central team where appropriate, including ensuring appropriate information is fed back to the Governance team and trust board.
- Advising the LGB on relevant changes to national or trust-wide guidance.
- Facilitating the updating of termly visit schedules and LGB training plans and following up with governors to ensure records of visits and training are logged and evidenced.



- Participating in half-termly governance team meetings (45-60 minutes, virtual); one formal line management meeting a half term (45-60 minutes) and performance management.
- Attendance at annual Clerk training day every September in person.

General

We are committed to creating a workplace where everyone feels welcome, supported and able to thrive. The successful candidate will:

- Undertake all activities to safeguard and protect the welfare of children and young people
- Demonstrate commitment and behaviours in line with the Trust's ethos and vision.
- Build and maintain positive working relationships across the Trust and support effective communications.
- Take responsibility for your own continuing professional development.
- Undertake any other reasonable duties as requested
- Be flexible and open to change, contributing to team success

This job description is illustrative and each individual task may not be identified. Employees of BET are expected to comply with any reasonable request to undertake work of a similar level that is not specified here.

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

The post is subject to an enhanced DBS check and satisfactory references. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

