

Job Description: Clerk to Governors

Reports to: Clerk to Governors

Location: Home-based, with regular travel to schools across Birmingham and travel to our central offices at EdCity in White City, London

Contract: Permanent

Pattern: Part time (20 hours per week, term-time only)

Full-Time Salary: £32,000 to £35,000

Part-Time Salary: £14,678 to £16,054

About the role:

As Clerk to Governors, you will coordinate the effective functioning of Local Governing Bodies (LGBs) and governor review panels for Ark schools by providing:

- Administrative and organisational support
- Guidance to ensure Boards and Panels operate within regulatory frameworks (internal and external)
- Advise on procedural matters for the operation of Boards and Panels

Key Responsibilities:

Effective meeting administration

- With the Chair and Principal, prepare focused agendas for all meetings
- Liaise with those preparing papers to make sure they are distributed on time and in-line to network-wide standards
- Monitor attendance and take appropriate action in relation to absences
- Attend all meetings and take detailed minutes that accurately reflect the meeting, discussion and decisions
- Draft formal minutes and liaise with the Chair and Principal to review prior to final approval by the Board/Panel
- Ensure all papers and final minutes are filed and accessible on internal systems
- Maintain and update internal systems, including school websites, to provide accurate and timely information that complies with internal and statutory guidance

Local Governing Bodies

- Coordinate the annual meeting schedule and agenda planner, in discussion with the Chair, Principal and Central Governance Team
- Track annual governor attendance and alert any issues or concerns to the Regional Governance Officer

Governor Review Panels

- Coordinate Governor Review Panels within statutory procedure and timeframes
- Liaise with those preparing papers/evidence, including parents and external representatives, to make sure they are distributed within statutory timeframes

- Draft decision/outcome letters on behalf of governors, liaise with the Chair to finalise and circulate to relevant parties within statutory timeframes

Board/Panel Membership and Governor Support

- Administrative support to the Regional Governance Officer for governor recruitment and induction
- Maintain up-to-date membership and training records on internal systems
- Coordinate current governors' membership checks to ensure continued compliance with internal and external requirements (e.g. Safeguarding, DBS checks, annual Declarations of Interest etc.)
- Keep governors up to date with training and development opportunities across the Ark Schools network

Provide local governance advice and guidance

- Support and advise the Board/Panel as necessary to ensure compliance with internal and external frameworks
- Advise Principals, governors and parents/external representatives on statutory procedure for governor panels, including Exclusions and Complaints Panels
- First point of contact for governance queries from Principals and local governors, in discussion with the Central Governance Team as needed

Other

- Attend and contribute to termly team meetings with the wider Governance Team at Ark's Central Offices near White City, and half termly online
- Engage in relevant training and development as appropriate, including annual performance management
- Undertake any other reasonable tasks relating to school governance as requested by the Regional Governance Officer or Head of Schools Governance

Person Specification: Clerk to Governors

Qualifications

- English and Maths GCSE, or equivalent, at grade 5 or above (essential)
- Qualification in Clerking to Local Governors (desirable)

Knowledge & Skills

- Experience of accurate minute taking in a formal setting (essential)
- Experience of governance in a school and/or corporate environment (desirable)
- IT literate and competent using MS Outlook, Word and Excel (essential)
- Advanced IT skills with experience of Microsoft 365, GovernorHub and/or GIAS (desirable)
- Experience of working with a range of stakeholders (essential)
- Excellent communication skills (written and verbal) with the ability to foster relationships (essential)
- Experience interpreting and explaining guidance/policy (desirable)

Personal Qualities

- Self-motivated and able to work with remote supervision
- Excellent time-management skills and ability to manage multiple workloads
- Proactive, organised and flexible to ensure deadlines are met when reliant on others for information
- Diplomatic and professional approach with the ability to be assertive, as appropriate
- Highly trustworthy and able to maintain confidentiality at all times
- An understanding of Ark School's mission and how this role fits into it
- Commitment to the safeguarding and welfare of pupils

Other

- Right to work in the UK
- This post is subject to an enhanced Disclosure and Barring Service (DBS) check
- Boards and panels meet at various times throughout the day and evening during the school term (Monday – Friday). The Clerk **must** be available to prepare for and attend all meetings in the academic year
- This post will require attendance at Ark's central office near White City for meetings, essential training and supervision. The Clerk **must** attend these events

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we

know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).