

Clerk to the Board

Job Description & Person Specification

Contract Type:	Permanent, Term Time Only
Hours:	<p>2-3 days per week (15 hours) during school terms (39 weeks). We can offer flexibility around the 15 hours, provided that 15 hours are worked each week. This flexibility should also take into account attendance at regular board meetings. In addition, time off in lieu (TOIL) may be taken where appropriate, by prior agreement with your line manager.</p> <p>Attendance at evening (remote) meetings is essential.</p>
Salary:	£11,087- £11,653 (actual including annual leave entitlement) depending on experience. FTE £31,067 and £32,654
DBS Disclosure Level:	Enhanced
Reports To:	Quality Assurance Lead
Role Purpose:	<p>The Clerk to the Board plays a pivotal role in supporting effective governance by managing all aspects of Board and Committee meetings, ensuring compliance with statutory and regulatory requirements (in liaison with the Managing Director and Senior Finance Manager), and maintaining accurate and timely records.</p> <p>The role involves close collaboration with Board of Directors, Committee chairs, and senior leaders to coordinate agendas, distribute and proof papers, and track actions. The Clerk also supports the quality assurance cycle in liaison with the Quality Assurance Lead. Embracing modern tools, the postholder will make effective use of AI-generated transcripts to support minute-taking, ensuring high-quality, reflective records.</p> <p>The Clerk is responsible for maintaining accurate Director records, supporting their recruitment and induction, and ensuring governance documents and processes are transparent, compliant, and accessible.</p> <p>There are typically 10 full Board meetings and around 20 sub-committee meetings held each year. The majority take place remotely during weekday evenings between 6:00pm and 8:00pm. One full Board meeting and six School Quality Committee meetings are held annually on the Company site.</p> <p>The Clerk is required to attend all Board and Committee meetings. Where meetings are onsite, physical attendance is required.</p>

Key Responsibilities:

Leadership and Governance

Manage governance meetings, maintain accurate records, and coordinate with stakeholders to uphold legal and operational standards. Monitor quality assurance cycles in liaison with the Quality Assurance Lead to ensure compliance and efficiency across services.

- Act as Clerk to the Board and as required, all sub-Committees, ensuring that governance arrangements meet statutory and regulatory expectations.
- Maintain regular contact with the Chair of the Board and Committee Chairs, including informing them of any correspondence received.
- To arrange meetings, manage agendas, meeting papers, minutes, and actions within each reporting period and distributing on time.
- Liaise with those preparing papers to ensure they are available on time and are in the required format, proofing and finalising, as required.
- Maintain all meeting and Board papers, and any relevant correspondence.
- Attending all meetings and taking accurate minutes and monitoring action points to ensure follow-up and completion.
- Make use of AI-generated transcript and agreed Company AI tool for meetings, as a first draft.
- Review, edit, and finalise AI-generated draft minutes (when used), ensuring accurate action items and reflective minutes.
- Take appropriate action in relation to absences from meetings.
- Follow up on any agreed action points with those responsible.
- Ensure the Board of Directors are effectively constituted in accordance with legal requirements, in liaison with the Senior Finance Manager.
- Manage the scheduling and logistics of meetings, including coordinating availability of directors and venues when required.

- Collate and maintain information about the Board of Directors such as any declared interests, resignations and maintain up to date records of the names, addresses and other details required by Companies House and liaise with relevant member of Shared Services to ensure the appropriate information is registered with Companies House and on the website.
- Ensure documents are stored correctly and accessible to Board Directors as required.
- Maintain copies of current terms of reference and membership of Committees and working parties.
- Advise the Board of Directors in advance of the expiry of a term of office so any new appointments can be organised in a timely manner.
- To work with the HR department when organising Board Director recruitment, including induction and training, and ongoing training requirements.

Other

- Keep records in accordance with the company's record retention schedule and data protection law.
- Maintaining information on company information systems.
- You will be a key member of the shared services team responsible for ensuring there is efficient, effective organisation and administration of company business processes, procedures, and policies.
- Undertake any other duties commensurate with the post, as required to ensure the efficient and effective running of the school and company.
- Perform all duties in a professional and confidential manner and in accordance with the employment manual, company policies and procedures.

The following duties are ones which all staff are required to perform:

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Observe health and safety procedures and work safely at all times;

	<ul style="list-style-type: none">• To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;• Undertake any other duties as required by your manager to meet the changing needs and demands of the company;• Conduct yourself with professionalism, tact, and diplomacy always as a representative of the company.
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This job description is current at the date of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Clerk to the Board

PERSON SPECIFICATION

Criteria	Qualities	Essential/Desirable
Qualifications & Experience	1. Demonstrates practical experience working in an administrative environment that requires a high degree of accuracy.	E
	2. Demonstrates experience in dealing with regulated matters.	E
	3. Experience working in various people, communication, and business roles.	E
	4. Experience in providing confidential support to individuals or teams in an office environment.	E
	5. Experience working with the Company Board and knowledge of governance frameworks and statutory requirements in education.	E
	6. Relevant professional qualification in governance, policy management.	D
	7. Strong IT and MS 365, Teams, Excel and Word skills.	E
Skills & Knowledge	8. Ability to work with a wide range of people from a variety of backgrounds and work to meet priorities, deadlines, and high standards.	E
	9. Demonstrates knowledge and experience in organising meetings and writing minutes.	E
	10. Demonstrates strong attention to detail, accuracy, and organisational skills.	E
	11. Strong written and verbal communication skills, including the ability to prepare reports, minutes, and correspondence to a high standard.	E
	12. Outstanding communication and stakeholder management skills at all levels.	E
	13. Willingness to work flexibly in response to the needs of the company.	E
Personal Attributes	14. Compassionate and honest.	E
	15. Ability to inspire confidence and trust in others.	E
	16. Ability to influence others' practice positively.	E
	17. Promoting the ethos and values of the Company to all stakeholders.	E
	18. Demonstrates a high level of integrity, professionalism, sensitivity and confidentiality.	E
	19. Commitment to safeguarding and equality.	E
	20. A person with integrity and a strong moral compass.	E
	21. Respect and value the different experiences, ideas and backgrounds others can bring to work and to teams.	E