



# KINGS'

SCHOOL · WINCHESTER

**Clerk to School Governors  
Grade D £15.35 p/h for 150 hours annually**

We are looking for a methodical, tenacious and approachable person to support our Governing Body.

The clerk is a work from home role which will require the individual to work ad hoc hours that can be advantageous for fitting around family life.

The clerk is provided with a school laptop and email address to undertake the role.

The successful candidate will be expected to:

Provide administrative support to school governors to enable them to effectively fulfil their roles and responsibilities. Oversee the organisation of meetings, record accurate minutes, and provide advice on governance legislation, and policy. Training and support are available from Hampshire Governor Services to upskill those with no experience in school governance.

**Who are the Kings' Governing Body?**

Our governing body is a group of 'professional' volunteers responsible for the strategic running of our school. It comprises of 18 committed governors consisting of the headteacher, a staff governor, parent governors, co-opted governors and a governor appointed by the local authority. They are a constituted body accountable to Hampshire County Council and the Department of Education.

Working at Kings' in Winchester, you will:

- Benefit from a supportive, encouraging culture of professional growth and autonomy.
- Be part of our friendly welcoming team – you join our Kings' family who live by our motto, Una Laborantes (Working together).
- Feel valued and recognised for your contributions, whilst being actively encouraged and supported in maintaining a healthy work-life balance.
- Hampshire County Council benefits also include:
  - Local Government Pension Scheme – with guaranteed benefits
  - Employee Assistance Program – 24/7/365 phone advice, and up to 6 free counselling sessions per year

For further information and to apply for this position, please visit our [website](#).

If you have any questions about the role, application process or life at Kings', please do get in touch to 01962 861 161 or [recruit@kings-winchester.hants.sch.uk](mailto:recruit@kings-winchester.hants.sch.uk)

*We review applications as they are submitted and reserve the right to close this advert and/or interview at any time, therefore, we would encourage you to apply as soon as possible if you are interested in this role.*





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## Role Responsibilities

- Drafting, amending and distributing agendas (and any associated papers via Governor Hub) to all governors a minimum 7 days in advance of scheduled meetings.
- Manage and distribute the governor submission of questions relating to papers ahead of meetings.
- Attend and minute meetings of the board (typically in the early evening and early morning). c. 2 hours per meeting.
- Drafting and then distributing the finalised minutes to all governors within 7 days of a meeting taking place.
- Maintaining Governor Hub to ensure all board paperwork is kept in a systematic and accessible way.
- Ensure minutes are approved and signed by the chair of each committee at the following meeting and handed over to school governor admin lead for filing.
- Providing advice and guidance to the chairs of committees
- Keep a record and update governor membership tables and renewals
- Monitor the policy update schedule and ensure this is visible to the board.
- Co-ordinate an annual calendar of meeting dates
- Support the Governor induction process together with the Vice Chair of Governors and school governor admin lead.
- Manage the administration of:
  - Quorate checks
  - Attendance registers
  - Terms of reference for all committees
  - Instrument of Governance
  - Training and Visit Logs
  - Governor compliance checks
    - Declarations of Interest
    - KCSiE (safeguarding)
    - Code of Conduct
  - Declaration Forms when governors renew their term
- Ensure all statutory bodies are kept up to date with the publication of current and past governors.
- Support the school governor admin lead to ensure the governor pages of the school website is kept up to date.

## Person Specification

Essential Qualifications, Knowledge, Skills and Experience:

- A minimum of 2 GCSEs (or equivalent) including English Language and Maths.
- Experience of committee administration.
- Experience of taking accurate minutes.
- A proven ability to prioritise and work under own initiative.
- Strong organisational and time management skills.
- Excellent written and oral communication skills.
- Effective team skills.
- Ability to provide clear procedural advice.
- IT skills including use of Microsoft Office.
- Ability to maintain confidentiality and remain impartial.
- Knowledge of educational legislation and school governance is desirable but support is available to gain this.

