

Casual Governance Clerk for Leeds Diocesan Learning Trust



Closing date: 9am on Monday 10th November 2025

About Leeds Diocesan Learning Trust

Leeds Diocesan Learning Trust (LDLT) is a Church Trust within the Church of England Diocese of Leeds. It welcomes any school that wants to develop and improve within a culture of mutual sharing and dynamic collaboration.

LDLT opened its doors in September 2022 with a strong vision of full flourishing through loving, living and learning together. As a Diocesan Trust, LDLT is an important part of the Diocese of Leeds' vision for education and was established by the Leeds Diocesan Board of Education to provide high-quality services, support and challenge to an increasing number of schools across the diocese looking to take on academy status. LDLT is an inclusive Trust, established to be a home for schools with or without a religious foundation and it will equally support Church and community schools looking for a secure and nurturing environment, where their uniqueness will be safeguarded.

The Trust has 13 schools across North and West Yorkshire: Craven and Skipton, Leeds and the south, and Ripon with all schools being within the Primary phase. The Trust has aspirations to grow in these three specific geographies over the next five years and to also establish other clusters where demand dictates.

LDLT's small, dedicated central team has a strong focus on school improvement through collaborative working across peer network groups and other mechanisms to provide a real benefit to schools.

Please see below for a job description and a person specification.

Should you choose to make an application, or if you would like further information, please email jo.hick@ldlt.co.uk

Casual Governance Clerk

Leeds Diocesan Learning Trust (LDLT) is looking to recruit Casual Governance Clerks across our schools in Leeds, Ripon and Craven, to support the clerking and governance of the schools within the Trust.

Hours of work are flexible to meet the needs of the MAT, schools and post-holder.

Reporting to	Governance Manager
Accountable to	Local Academy Councils
Job Type	Casual – zero hours
Salary	£20.00 per hour (plus holiday pay accrual)
Pension	Local Government Pension Scheme
Start date	November 2025

This is an exciting opportunity to join our governance team and work flexibly around a calendar of scheduled meetings. Successful candidates will have excellent communication and organisational skills, be able to work independently and able to organise their own time whilst working to strict deadlines. The role will include providing in meeting advice to governors and providing effective administrative support under the guidance of our central team. Meetings typically take place four times a year.

1.0 Job Purpose:

- To ensure effective administration of Local Academy Council meetings and contribute towards the efficient functioning of the school's governance.

2.0 Key Responsibilities

- Advise the Local Academy Council (LAC) on its core functions, responsibilities in relation to the Trust's scheme of delegation, governance legislation and procedural matters where necessary before, during and after meetings.
- With support of the central team know where to access appropriate advice, support and guidance from Trust colleagues or third parties on behalf of the Local Academy Council.
- Inform the LAC of any changes to its responsibilities as a result of a change in its delegated powers under the Trust Scheme of Delegation as communicated by the CEO or changes in the relevant legislation or guidance.
- Ensure that new governors are supported to access to the Governor Resources and appropriate documents and induction materials, including any agreed Code of Conduct.
- Liaise with those preparing papers to ensure they are available on time, and distribute the agenda and papers in accordance with the expected timescales.
- Ensure meetings are quorate.
- Attend meetings of the Local Academy Council to take and prepare detailed minutes, recording all decisions accurately and objectively, including indicating timescales and who is responsible for any agreed action.

- Monitor the progress of actions and remind responsible persons of outstanding items and timeframes.
- Record the attendance of governors at meetings, including any apologies, whether accepted or not.
- Submit draft minutes to the Chair of the LAC and the Governance Manager within one week of the meeting for quality assurance.
- Circulate the reviewed draft minutes to the Local Academy Council.
- Advise governors in advance of the expiry of a governor's term of office and the impact of this on the LAC'S capacity and skills mix.
- Chair the part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections in accordance with the Trust Scheme of Delegation.
- Maintain meeting attendance records.
- Work effectively with the Governance Manager to manage the flow of information from the Trust Board to Local Academy Councils and vice versa.
- Develop and maintain effective professional working relationships with the Chair, Governors and Central Team.

3.0 Continuing Professional Development

- The post holder will proactively take part in the Trust appraisal process.
- The post holder will be expected to attend training and continuous professional development events and be responsible for their own professional updating.

4.0 Equality and Diversity

- The Trust is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur.
- All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Equal Opportunities policy as appropriate.

5.0 Safeguarding Children and Vulnerable Adults

- The Trust recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Trust activities and expects all staff to share this commitment.

6.0 Vision

- The Trust vision is an essential part of the Trust achieving its core purpose and it is an expectation that these are adopted in daily working.

Serving and celebrating our unique schools and communities, we will love, live and learn together. Valuing our pupils, staff, governors, and team as people of God, we will deliver transformational learning and the flourishing of all.

7.0 Trust Group Policies and Procedures

- All staff are required to comply with Trust Policies and Procedures which can be accessed via the website on the internal network drives.

NOTE:

The job description is current as at the date of the appointment. In discussion with your line manager your post description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

The post holder will undertake any other miscellaneous work, deemed suitable by management of the Trust.

Terms and Conditions

The employer for this post is the Leeds Diocesan Learning Trust.

This post requires the ability to travel and work directly with academies and the Diocese.

The post-holder will have a full driving licence and own a car with business insurance; expenses will be paid for business travel.

The Trust provides an employee pension with competitive employer contribution.

An Enhanced DBS is required for this post. Post holders are also expected to have their own car and driving licence.

All LDLT Trust and Academy business should remain confidential to LDLT.

Signed: (Employee) **Date:**
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Signed: (Chief Executive Officer) **Date:**
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PERSON SPECIFICATION

Attributes	Essential	Desirable
Knowledge, qualifications and experience	• Educated to GCSE-level or equivalent, including English and Mathematics. • Experience of writing accurate concise minutes. • Able to maintain the strictest confidentiality, sensitivity, and integrity at all times.	• National Training Programme for Clerks or equivalent or a willingness to train for this. • Experience in the education sector. • Experience in a Governor Services environment. • Experience of working in a Church of England school and demonstrable understanding of Church school distinctiveness.
Personal and Professional Skills and Abilities	<u>All Essential Criteria</u> • Empathy with the mission and vision of the Church of England and the Diocese of Leeds. • Have a positive attitude to personal development and training. • Have a flexible approach to working hours and able to work at times convenient to the Local Academy Council, including evening meetings. • Excellent written and verbal communication skills. • Establish and maintain effective and constructive relationships with all stakeholders, communicating with them as appropriate to share information.	
Approach to work	<u>All Essential Criteria</u> • Maintain confidentiality at all times; • Be able to accommodate changes in work practice; • Apply attention to detail to ensure accuracy and validity; • Be able to work independently as well as part of a team. • Ability to work under pressure and meet deadlines; • A commitment to continuous improvement.	
Special requirements	<u>All Essential Criteria</u> • Ability to travel to meetings and current/potential schools of LDLT; • Available to be contacted at mutually agreed times;	