

Queen Elizabeth's Grammar, Alford

Part-time Clerk to Governors



Contract Type: Permanent. Part-time: 6 hours per week annualised (term-time) including 6 Full Governing Body Meetings and sub-committee meetings. The clerk may also be asked to work additional ad hoc hours e.g. one-off panel meetings; these hours can be claimed as additional hours.

Salary: NJC Scale 8 - 11 depending on experience.

Start Date: Ideally November 2026

Closing Date: 9 October 2026 at 12 noon



Our School

Queen Elizabeth's is a Selective Academy, currently having 581 pupils on roll located in the small, rural town of Alford. We are a very friendly and caring community in which pupils are known and valued individually. The atmosphere is calm, happy and purposeful; standards of attainment, behaviour and dress are high, and we are proud of our reputation as one of the top schools in the East Midlands whilst offering a holistic, supportive approach to education. We aim to provide a broad, balanced, relevant and adaptive curriculum where every student is known and treated as an individual.

Our Sixth Form

There are currently 122 students in our sixth form, with some students (about 20 this year) joining us from other schools. Most Y12 students study three subjects, but we tailor our package to every student. We are looking to increase our numbers moving forward.

The sixth form has use of their own house, Norbury, which includes some small teaching rooms, study rooms, ICT rooms and a kitchen.

Leadership and initiative are strongly encouraged. Sixth formers run a variety of clubs and activities, including sports and music.

The Senior Student Leadership Team plays a significant role in the day-to-day running of the school, with the Head Boy and Head Girl attending Governors' meetings. We encourage student leaders to build a meaningful legacy through projects driven by their own interests both within school and the wider community.



Job Description

We are looking to appoint a reliable, efficient and suitably skilled part-time Clerk to governors to join our team. The role will be part-time with 6 core hours per week term-time only. The successful applicant will be required to attend all Full Governing Body and Sub Committee Meetings. This role requires a flexible approach to working hours and the option to clerk meetings remotely from home is possible for some sub-committees. We currently have 6 FGB Meetings per annum with further sub-committee meetings for the following:

- Finance, Audit & Risk Committee (6 meetings per annum)
- HR & Salaries Committee (1 meeting per annum)
- Policies Committee (1 meeting per annum)
- Curriculum & Standards Committee (3 meetings per annum)
- Strategy Day
- Headteacher's Performance Management Review
- Members Meeting (1 meeting per annum)

We are ideally looking for someone who:

- Is an efficient and effective administrator.
- Is able to set agendas and take detailed minutes.
- Is able to source and provide advice to the governing body on governance, constitutional and procedural matters.
- Is able to abide by the confidentiality of the role at all times.
- Is competent with IT.
- Ideally holds a Level 3 Certificate in the Clerking of School and Academy Governing Boards.
- Has been employed in a school setting previously.

The individual appointed will work closely with the headteacher and Chair of Governors.



The Role

Job purpose

The clerk to governors will take lead responsibility and accountability for the administration and support of the school's governing body.

Main requirements of the post

Knowledge and understanding

The clerk will:

- Know the features of effective governance, and the board's governance structure and core functions.
- Understand their role as set out in articles of association.
- Understand key national education policies and the local education context in which the board is operating.
- Know the board's duties under legislation and statutory guidance.
- Understand the importance of the board adhering to and promoting the school's internal procedures.
- Understand the school's governance structure, including legal structure and constitution.
- Understand the principles of records management and have working knowledge of the Data Protection Act and Freedom of Information Act.
- Understand the board's accountability to and relationship with other bodies (e.g. the Department for Education, ESFA and Ofsted).
- Know the board's code of conduct and strategic priorities.
- Understand the school's culture, values and ethos.
- Know which information about pupil performance and financial management will be used by the board to hold leaders to account.
- Know the requirements of charity and company law.
- Know the trust's funding agreement(s) and articles of association.



Administration

The clerk will:

- Check that meetings are quorate, and if not, provide appropriate advice on how to proceed.
- Establish and maintain efficient procedures for meetings, sharing documents in a timely manner.
- Promote the use of project management tools (including risk registers) to support the chair.
- Ensure that board papers are clear and accurate, and that minutes capture discussion points and actions.
- Challenge the board if meetings are not conducted in a proper or orderly manner.
- Support the chair in identifying priorities and upcoming issues when planning meetings.
- Evaluate administrative procedures to ensure effectiveness and adapting these where necessary.
- Prepare thoroughly for meetings and ensure that outstanding action points are acted on.
- Maintain or help maintain accurate registers (e.g. register of interests).
- Ensure the safe custody of any corporate seals.
- Establish and administer procedures for filling vacancies on the board.
- Keep a record of governors' attendance.
- Understand the principles of confidentiality and apply this to their own work and that of the board.
- Have an eye for detail and excellent proofreading skills.
- Use technology effectively to streamline the board's processes.
- Communicate information clearly, logically and impartially by using a range of presentation methods as appropriate.
- Have a systematic approach to managing documentation and other records that meets legal requirements for records management.
- Have excellent time management skills.
- Remain calm and maintain a high standard of work under pressure.



Advice and guidance

The clerk will:

- Provide appropriate information for the board and check the credibility of sources.
- Update the board on changes to legal or statutory requirements.
- Access third-party guidance on behalf of the board where necessary.
- Inform the board about training and development opportunities.
- Provide clear, logical and impartial advice to the board.
- Clearly explain difficult concepts, including information on the board's legal duties.
- Understand the principles of conflicts of interest and advise the board on managing and avoiding these.
- Understand how and when to escalate concerns where there is non-compliance or suspected misconduct.
- Speak out where the board is overstepping its strategic role or is not following the code of conduct.

People and relationships

The clerk will:

- Build effective professional relationships with the board, external contacts and others.
- Use appropriate influencing skills to gain the board's confidence.
- Establish effective channels of communication with the board, the wider school and any external contacts and partners.
- Contribute to discussions about the design of governance committees and structures.
- Advise the board when governors' terms of office end and assess the effect this will have on the board's skills mix.
- Establish and facilitate transparent procedures to fill vacancies.
- Help the board to create a culture in which challenge is welcomed.
- Support the board when carrying out self-evaluation exercises.
- Remain committed to improving own performance and that of others involved in governance, taking advantage of opportunities to attend training and development.



Personal Specification for Clerk to Governors

Essential Requirements

- Right to work in the UK.
- A commitment to upholding the highest safeguarding standards and promoting the welfare of children in line with the latest KCSIE guidance.
- Evidence of continuing professional development.

Experience

- Working in a school/college or administration environment would be advantageous.
- Working with confidential and/or sensitive materials.
- Managing time and workload to meet deadlines.
- Working with data sets.
- Ideally working with awarding bodies and regulatory organisations, e.g. Companies House, NGA, Charities Commission
- Complying with statutory regulations set by external bodies.

Knowledge, Skills and Abilities

- Ideally have knowledge of or experience of clerking arrangements preferably in a school environment.
- Good digital literacy skills [use of MS Teams for education is desirable], literacy and numeracy skills.
- Strong communication and interpersonal skills.
- Strong organisational and admin skills including record-keeping and time management.
- Ability to work flexibly and under pressure.
- Ability to work to deadlines.
- Ability to follow policies and procedures set by the school and external agencies.



Professional Attributes

- A commitment to uphold high standards of personal and professional conduct.
- Promote equality, diversity and inclusion in all aspects of working practice.
- The desire and ability to make a significant contribution to the wider life of the school.

Beliefs, Attitudes and Personal Qualities

- Ability to work collaboratively and effectively as part of a wider team particularly with the Chair of Governors, sub-committee chairs and headteacher.
- Positive attitude toward change, and improvement.
- Ability to adapt to changing technologies and educational trends.
- Ability to stay calm under pressure.
- Ability to work well as a team and independently.



How to Apply

Applications are welcome from internal and external candidates.

For further details about the school please visit our website, www.gegs.co.uk or contact Mrs A Duff (PA to the Headteacher) on 01507 462403 or a.duff@queenelizabeths.co.uk. A tour of the school will be included as part of the interview process. Applicants should complete the application form and return it with a covering letter outlining relevant experience, reasons for application and suitability to Mrs A Duff addressed to Mr G Thompson either in hard copy or by email to a.duff@queenelizabeths.co.uk.

The deadline for applications is Friday 9 October at 12 noon.

Queen Elizabeth's Grammar is committed to safer recruitment practice and pre-employment checks in line with KCSIE 2026 will be undertaken before any appointment is confirmed. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosures and Barring Service clearance.

Fluency Duty

In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with stakeholders and provide advice in accurate spoken English is essential for the post. All shortlisted candidates will need to verify their eligibility to work in the UK at interview.



Queen Elizabeth's Grammar, Alford, Station Road, Alford, LN13 9HY

