CLERK TO THE GOVERNING BODY

12 hours per week (mostly remote meetings and home working)

Term time only

£10,448 to £11,377

(Local Government scale point 25 to 28)

Our Governing Body is seeking a highly organised, professional and dedicated Clerk to the Governors to provide essential support to the Governing Body and associated charities.

We are looking for someone to:

- organise and clerk full board and committee meetings, most of which are held remotely in the evening
- advise on procedural and governance matters
- manage governor recruitment, induction, and ongoing training
- keep information and policies up to date

The successful candidate will have experience of professional clerking, ideally within an academy environment, have strong organisational skills and be willing and able to work flexibly to meet the needs of the school.

Candidates must be available to start the role in September 2026 (with some handover days possible beforehand).

Davenant is a Christian Ecumenical Church of England school that was founded in 1680. It achieves outstanding examination results, has a strong focus on extra-curricular provision and seeks to nurture 'mind, body and spirit'. We are a supportive school with a staff welfare programme that reflects our care.

Davenant was recognised as being 'Strong' in our recent Ofsted inspection, with the pastoral team being described as, 'unrelentingly ambitious for all pupils'. Academic standards are high (88% Grades 9-4 – one of the highest achieving schools in Essex). Many of our students move on to take degrees at university (including Cambridge and Oxford).

We are situated close to the M25 and can easily be reached either from London or from the Essex/Herts countryside.

Davenant is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place, which promote safeguarding and safer working practice across the school.

A letter of application, along with an application form, must be submitted to Ginny Williams (ginny.williams@davenant.org) by the closing date: Monday 13th April.