

Amplify Education

Governance Clerk

Job description

Job title	Governance Clerk
Location	This role will be based across our Amplify Educations schools, dependent on school need
Salary	N14 – N17 (1.0FTE £29,540-£31,022) Pro-rata: 7 hours per week 0.19FTE: £5,588-£5,869 per annum
Role Summary	• Coordinate, attend, and clerk regular meetings of the Local Governing Boards/School Performance Boards (both in-person and virtual), typically held during term time. • Provide clerking support for ad hoc governance meetings, including panels, disciplinary hearings, or working groups, as directed by the Governance Professional. • Prepare and distribute agendas, meeting papers, and minutes in line with the Trust's governance framework and timelines. • Record accurate and impartial minutes, noting key decisions, actions, and areas of challenge and support. • Track and follow up on actions arising from meetings. • Provide advice to the Local Governing Boards on trust governance, constitutional and procedural matters. • Ensure the Board is properly constituted in accordance with Amplify's composition and operational papers. • Ensure that the work of the Local Governors conforms to those responsibilities assigned to them via Amplify scheme of delegation. • Manage information effectively in accordance with legal requirements. • Liaise closely with Amplify Company Secretary regarding documentation required by the MAT.

	• Support the induction and ongoing training of Local Governors members, ensuring compliance with governance requirements. • Maintain up-to-date registers of interests, declarations, and membership records. • Assist with governor recruitment, DBS checks, and ensuring appropriate records are held
Working pattern	Meetings are planned in advance at the start of the academic year, giving you clarity to organise your time. You'll attend these key meetings, with flexibility around the preparation and circulation of agendas and minutes, allowing you to work in a way that suits your schedule while maintaining high-quality governance support.
Responsibilities	1. Provide effective administrative support to the governing body. • Respond to a range of enquiries, both written and verbal, or refer to the Chair in more complex cases. • Prepare draft documents, letters and maintain spreadsheets (e.g. governors' records) to ensure information is up-to-date. • Organise in-person and video governing body meetings as required. • Ensure secure handling of confidential data and information to comply with Amplify policy, and relevant data regulations and procedures. • Maintain the governing body's electronic filing system. • Update and maintain a formal record of governors' information, including personal details, governor categories, terms of office and attendance record. 2. Organise and co-ordinate the information flow. • Liaise with the Chair, Headteacher and other members of the governing body to agree a calendar of dates for governing body meetings and prepare meeting agendas. • With the Chair and Headteacher prepare a focused agenda for the meeting • Keep agenda tracking spreadsheets up to date. • Make notes at governing body meetings for the preparation of minutes and, under the direction of the Chair, ensure that all decisions are recorded accurately. • Follow-up any agreed action points with those responsible and inform the Chair of progress • Under the direction of the Chair, collate and disseminate information prior to meetings. • Maintain a log and record of all incoming and outgoing information.

	3. Provide legislative and procedural support to the governing body. • Provide the governing body with guidance on governance-related legislation and procedural matters where necessary before, during and after meetings. • Ensure meetings are quorate. • Provide governors with relevant legislative information. • Notify the governing body of changes to relevant policies and procedures. • Attend appropriate training and meetings to keep personal knowledge and skills up to date. • Act as the first point of contact for Governors with queries on procedural matters • Have access to appropriate legal advice, support and guidance and where necessary seek advice and guidance from Amplify Company Secretary on behalf of the governors • To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and other information of a sensitive or confidential nature. Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.
Reporting to	Governance Professional
Safeguarding	<i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Amplify Education are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i>

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Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

Skills and personal attributes:

(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)

Essential for this role:

- Commitment to safeguarding and promoting the welfare of children, young people and adults.
- Ability to organise complex materials and appointments.
- Ability to understand and assimilate new information (e.g. legislation, policy, etc.) and translate this into procedural advice.
- Ability to use spoken and written communication skills to explain technical matters to contacts.
- Ability and willingness to work individually using own initiative.
- Awareness of Data Protection legislation to handle information securely in a confidential and impartial manner.
- Ability to take accurate minutes of meetings.
- Reliable access to transport and the ability to travel across Bristol. (Driving Licence preferred)

You are likely to have:

- Demonstrate a willingness to attend appropriate training and development such as clerks networking and training sessions

Knowledge and qualifications:

(Professional, technical or academic qualifications that you have achieved relevant to this role)

Essential for this role:

- Knowledge of word processing and spreadsheet packages.
- Knowledge of Governing Body Procedures and/or experience demonstrates the ability to gather and analyse information for research purposes.
- A flexible approach.

You are likely to have:

- Knowledge of educational legislation, guidance, and legal requirements.
- Knowledge of the respective roles and responsibilities of the Governing Body, Headteacher, and the DfES.

Experience:

(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)

Essential for this role:

- Minimum 2 years' experience of working in an administrative capacity at NVQ Level 2 or equivalent.
- Experience of maintaining and manipulating computerised and/or hard copy data/information.

You are likely to have:

- Experience of working in a school environment

Other Requirements:

- Availability to attend evening meetings

Amplify Education is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.