Schools for Every Child

Job Advert for Governance Clerk (to Trustees & LSB's)

Hours: 14 hours per week
Contract Term: Term time, 38 weeks
Contract Term: Permanent
Salary: Grade NJC8, Payscale Range NJC25-NJC28
Working Pattern: Monday, Wednesday, Thursday & Friday (hrs vary dependant on meetings)
Salary FTE: From £36,363. Actual salary £11,479.01 to £11,637.34 (includes holiday entitlement of 5.5 weeks to be taken during school holiday closure periods)
Position Start Date: 8th June 2026

We are seeking to appoint a Governance Clerk, on a Trust wide basis, to the Members, Trustees and Trust committees including Local School Boards (LSB's).

The successful candidate will have excellent IT skills and meticulous attention to detail. The Governance Clerk will also be a part of the wider central team, rather than a traditional standalone clerking role, so willing to be part of a team and the ability to build working relationships with colleagues and senior leaders across the Trust is essential.

Board meetings & Board committee meetings are held at schools on weekdays in the early evening. There are approximately 18 Board and Committee meetings per academic year in addition to one Strategy Day meeting for all Trustees & Governors.

In addition, the Clerk will also be required to Clerk for the three LSB's: there are a total of 18 LSB meetings during the academic year which usually take place during school hours. The Clerk may also be required to clerk other trustee meetings, such as interview panels for prospective Trustees or the occasional Appeal Hearing.

Hours will be approximately 532 hours per year, over 38 weeks. Term time.

This will average to being contracted to 14hours per week for time spent preparing for, attending and following up meetings as well general governance admin, attending weekly team meetings and meeting with the Chair of Trustees & LSB Chairs to build a governance support structure across the Trust. A commitment to attending all meetings is essential and non-negotiable.

As Governance Clerk you will be confident in all aspects of the role:

- Provide advice to the Trustees & LSB's on governance, constitutional and procedural matters.
- Provide effective administrative support to the Trust Board and its committees including three Local School Boards.
- Ensure the governing bodies are properly constituted
- Manage information effectively in accordance with legal requirements
- Plan and collate the meeting agendas for all governance meetings across the Trust, working with the relevant chair for each meeting.

- Ensure all reports and papers for each meeting are collated and uploaded to the relevant drive and shared in a timely manner with all attendees before the meeting.
- Attend all governance meetings as the governance clerk to take accurate minutes.
- Review the minutes taken for each meeting and provide a draft copy and submit for approval to the chair of the meeting and then circulate to all attendees once approved.
- Follow up any actions from the meeting to provide an update in time for the next meeting.
- Administer and keep records accurate and up to date on GIAS and Companies House
- Ensure policies are approved in line with the policy approval list, taken to the correct meetings and notified to confirm they can be published following ratification.
- Administer and keep records of all statutory training, annual forms and acceptance of policies required of governors/ trustees.
- Administer and manage an online filing system of records to ensure they are readily available for audit purposes.

The full job description attached provides details of all areas of responsibility.

- Applications Close: 24th April 2026
- Date of Interviews: 11th May 2026

We can offer you the opportunity to work with:

- A forward thinking organisation that values innovation, inclusivity, and staff personal and professional growth
- A Trust that values staff wellbeing
- Highly committed and supportive colleagues
- A supportive and friendly community
- Outstanding, collaborative partnerships across our trust schools
- Extensive CPD opportunities
- Recognition of long service
- Recognition of continuous service
- Flexible working arrangements
- Private Health Cash Plan

Please apply online at www.essexschoolsjobs.co.uk, we do not accept CV applications via email.

For further information please visit our website www.schoolsforeverychild.org.uk

Schools for Every Child Multi Academy Trust comprises three exceptional schools, each with its own character and strengths. Our diverse educational environments offer a range of opportunities for both students and staff. Whether you're passionate about early education, secondary school, or special needs education, you'll find your place within our trust.

When you join Schools for Every Child, you become a part of an organisation that values the uniqueness of every child and believes in fostering their brilliance, guiding them in their exploration of the world, and cultivating respect for themselves and others. If you're looking for an employer that is committed to making a positive impact on the lives of children and provides comprehensive support for its staff, Schools for Every Child is the place for you.

Join us in shaping the future of education.