



**GREENSHAW**  
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**RECRUITMENT PACK**

Greenshaw Learning Trust,  
ORU Sutton,  
Throwley Way,  
Sutton,  
SM1 4AF



Telephone: 020 3988 0218

Email: [info@greenshawlearningtrust.co.uk](mailto:info@greenshawlearningtrust.co.uk)

Dear candidate,

Thank you for your interest in the role of Governing Body Clerk in the Greenshaw Learning Trust. We are looking to recruit a Governing Body Clerk to join our Clerking Team and provide administrative support and governance advice to one or more Trust Local Governing Bodies in the Plymouth area. The successful candidate will be highly organised and self-motivated, with the enthusiasm and drive needed to help us achieve 'outstanding' governance.

The Greenshaw Learning Trust is an academy trust – a special form of company and charity with the sole purpose of maintaining and developing academy schools that provide education for the public benefit, funded by the Department for Education.

Good governance plays an important role in supporting our schools and helping them improve, ensuring that they operate efficiently and effectively and in accordance with the policies and procedures of the Trust, providing accountability to our staff, students and other stakeholders.

The Trust clerking team administers the Governing Bodies, Board of Trustees and Trust Committees and supports the maintenance and development of effective governance across the Trust. The clerking team is a key part of the Trust Shared Service, which provides corporate and Trust-wide functions on behalf of the Board of Trustees and a range of high-quality support services to its schools. The Governing Body Clerk will be an integral member of the Trust clerking team, under the direction of the Senior Governance Officer. Clerks work independently and also support and contribute to the wider team.

We are ambitious about diversity and inclusion. We look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

The Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

I very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect those of the Trust. Please do not hesitate to contact me if you want further information or to discuss the role.

Yours sincerely,

**Rebecca Lewis**  
GLT Senior Governance Officer  
[rlewis@greenshawlearningtrust.co.uk](mailto:rlewis@greenshawlearningtrust.co.uk)

# TERMS AND CONDITIONS

## CONTRACT

Temporary (6 months).

## SALARY

Salary calculated in line with NJC pay scale, points 11 - 20, £28,142 - £32,597 per annum (£11,518 - £13,398 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

## HOURS OF WORK

18 hours per week Term time only to be determined on appointment. There will be flexibility around working hours, some evening work will be required.

## PLACE OF WORK

Primarily working from home in the Plymouth area. However, travel to local Trust schools and other Trust locations is required.

## PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

## HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

## PROBATION PERIOD

New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate

has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.



# JOB DESCRIPTION

<b>Post:</b>	Governing Body Clerk
<b>Responsible to:</b>	Rebecca Lewis

## ROLE OVERVIEW

We are looking to recruit a Governing Body Clerk to provide administrative support and governance advice to one or more Local Governing Bodies of Trust schools in the Plymouth area. The successful candidates will be highly organised and self-motivated, with the enthusiasm and drive to help us achieve 'outstanding' governance.

## MAIN DUTIES AND RESPONSIBILITIES

Summary - under the direction of the GLT Senior Governance Officer the Governing Body Clerk will:

- Provide effective administrative support to the Governing Body.
- Advise the Governing Body on governance, constitutional and procedural matters and ensure it operates in accordance with legal requirements and the policies and procedures of the Trust.
- Maintain appropriate records and manage information effectively.
- Facilitate effective relationships between the Governing Body and the Board of Trustees.

Clerking of meetings - the Governing Body Clerk will:

- Produce an agenda and minutes of meetings for the Governing Body and committees where appropriate.
- Collate and manage the necessary documentation for Governing Body meetings and make it available to those that need to see it in a timely manner.
- Attend Governing Body meetings and make an accurate record of proceedings.
- Advise the Governing Body on governance and procedural matters.
- Ensure that the Governing Body carries out its responsibilities and acts in accordance with the policies and procedures of the Greenshaw Learning Trust.

Administration of the Governing Body (outside of meetings) - the Governing Body Clerk will:

- Act as the first point of contact for and provide support to members of the Governing Body.
- Coordinate exclusions, suspension and complaint committees.
- Liaise with the Headteacher, Trust Shared Service staff and the clerking team to ensure that appropriate papers are produced and sent out for each meeting of the Governing Body.
- Maintain up to date records of members of the Governing Body, including contact details, allocated roles, meeting attendance, interests, training and personal data.
- Advise the Senior Governance Officer in advance of the expiry of the term of office of any member of the Governing Body.
- Ensure that appropriate information about and records of the Governing Body are made available to members of the Governing Body and others with a right to see them.

As a member of the Trust Clerking Team - the Governing Body Clerk will:

- Liaise with, provide information to, and take guidance from members of the wider Governance Team.
- Attend Clerking Team and Trust-wide briefings and planning meetings, undertake training and development to improve practice and participate in regular performance management.
- Contribute to the work of the Team, and support and provide cover for other Team members.
- Perform any other activities or duties as reasonably requested by the GLT Senior Governance Officer or GLT Head of Governance.

The Governing Body Clerk will at all times:

- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with GLT Safeguarding and Health & Safety policies and procedures, taking reasonable care of self and others.
- Promote the seven Nolan Principles of public life.

## **STAFF DEVELOPMENT**

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management process.
- To attend relevant training courses and development days.

## **SAFEGUARDING**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

# PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
<b>Skills and experience</b>		
A good standard of education including English and Maths.	x	
Commitment to the aims and vision of the Trust.	x	
Ability to use information technology, including AI, to manage and present information.	x	
Willingness to undertake further CPD.	x	
The ability to work under pressure, balance competing demands and meet deadlines.	x	
The ability to work independently and collaboratively as part of a team.	x	
Excellent communicator – sensitive, compassionate and effective.	x	
Experience in a clerking or a similar role.	x	
Ability to deal sensitively with people and resolve conflicts.	x	
Outstanding organisational skills to ensure efficient and effective implementation of the role.	x	
Strong interpersonal skills, approachable and professional.	x	
Ability to deal with issues with discretion and respect confidentiality.	x	
Able to follow instructions and respond to management directions.	x	
Dependable, with strong personal resilience.	x	
Have a willingness to extend skills through appropriate training.	x	
Ability to use initiative and work autonomously.	x	
Good organisational skills.	x	
Use of car and current driving licence.		x
Evidence of wider professional development.		x
Understanding or experience of working in a multi academy trust.		x

# THE RECRUITMENT PROCESS

## APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 7th September 2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

## INTERVIEW PROCESS

Interviews will be held on Tuesday 9 September 2025 Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

## TAKING UP POST

The successful applicant will take up the post as soon as possible.



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