SCHOOLS ALLIANCE for EXCELLENCE

AN EDUCATION SYSTEM THAT IS BETTER FOR ALL

SAfE Clerk Recruitment Pack

Welcome

Thank you for your interest in joining our team as a governance professional.

We are excited to announce the launch of our brand new SAfE clerking service, presenting a unique opportunity for you to join us at the very beginning of this journey.

As a founding member of our professional clerking team, you will help shape the development and future direction of this service, establishing the high standards and professional approach that will define our reputation. This is a rare chance to be part of something from the ground up, contributing your ideas and expertise as we build this service together.

At SAfE, we are dedicated to providing exceptional professional clerking support to school governing boards across Surrey, enabling effective governance and ultimately supporting the best possible outcomes for all children and young people.

SAfE's mission

We are an inclusive partnership where all children and young people have the opportunities to flourish, enjoy learning and achieve the best possible outcomes through excellent education.

Our new professional clerking service is a vital component in this mission, ensuring that school governance is efficient, compliant, and focused on strategic improvement.

Professional clerking is the cornerstone of effective school governance. We're excited to launch our clerking service and seek dedicated individuals to join us. A skilled governance professional enables strategic leadership, facilitates accountability, and ensures compliance.

If you're organised, detail-oriented, and passionate about supporting education through excellent governance, we warmly welcome your application to join our founding team.

Sarah-Jane Ashworth
Head of Governance Services

About the role

The governance professional (clerk to the governing board) plays a crucial role in supporting effective school governance. As the professional adviser to the governing board, you will help ensure that governance functions efficiently and effectively by providing expert administrative support, procedural guidance, and governance advice.

This is an excellent opportunity for individuals seeking a flexible, part-time role that can fit around other commitments.

The majority of governing board meetings take place in the evenings, and much of the preparation and follow-up work can be completed at times to suit you.

Why join us?

Flexibility:	Work around your existing commitments with evening meetings and flexible administration time
Development:	Comprehensive induction, regular briefings, and ongoing professional development
Support:	Join a collaborative team of clerking professionals with access to expert advice and guidance
Progression:	Opportunity to develop your skills and take on additional responsibilities
Impact:	Play a key role in supporting education improvement across Surrey
Competitive pay:	Attractive hourly rates with holiday pay enhancement

Job Description

Job Purpose:

To provide professional clerking services to school governing boards, including expert administrative support, advice on governance procedure, and guidance on compliance with relevant legislation and regulations. In addition, to enable and enhance the effectiveness of governance in supporting school improvement and pupil outcomes.

Responsible to:

SAfE Governance Advisor and Head of Governance

Let's look at the detail...

Main Responsibilities:

Meeting preparation

- Work with the chair and headteacher to plan a calendar of meetings for the academic year.
- Prepare focused agendas in consultation with the chair and headteacher and with reference to SAfE's annual governance workplan.
- Ensure all relevant papers are gathered and distributed at least seven days before meetings.
- Review previous minutes and action points to ensure follow-up items are included on the agenda.
- Provide advice on procedural and regulatory matters to be considered.

Meeting attendance and support

- Attend governing board meetings (approximately 6 per year, each lasting up to 2.5 hours).
- Provide advice on governance procedure, legislation and regulations during meeting.
- Take accurate and comprehensive notes of discussions, challenges, decisions and actions.
- Ensure meetings are conducted in accordance with the relevant regulatory framework.
- Advise on potential conflicts of interest and ensure these are properly recorded.
- Alert the chair to any potential governance issues that arise during meetings.

Post meeting administration

- Prepare draft minutes within 10 working days of the meeting.
- Forward draft minutes to the chair and headteacher for initial review.
- Make necessary amendments and distribute approved minutes to all governors.
- Maintain an accurate record of attendance at meetings.
- Follow up on actions arising from meetings as appropriate.
- Ensure all minutes and supporting documents are properly filed and stored.
- Prepare any necessary correspondence arising from meetings.

Governance administration

- Maintain up-to-date records of governing board membership and terms of office on the GovernorHub platform
- Keep an accurate register of business and pecuniary interests
- Advise on upcoming vacancies and terms of office nearing completion
- Support the recruitment and induction process for new governors as required
- Ensure all statutory policies are reviewed according to the required schedule
- Monitor governor training and development records if requested
- Update relevant online platforms (e.g. GovernorHub with governance information)
- Ensure that governor membership is reflected correctly on GIAS and on the school website (together with attendance and register of interest information)

Advice and guidance

- Provide authoritative advice on governance procedures and legislation.
- Keep up to date with changes in education policy and governance requirements.
- Advise the board on changes to their responsibilities due to policy or legislative updates.
- Support the board in understanding and implementing statutory guidance.
- Provide guidance on best practice in governance.
- Signpost additional sources of information and support including SAfE's governance support offer.

Person Specification

Qualifications and experience

GCSE English and Mathematics at Grade C/4 or above (or equivalent)	E
Excellent IT skills including confident use of Microsoft Office applications	E
Experience of taking minutes and producing accurate records of meetings	D
Experience of working in an administrative capacity	E
Experience of managing competing priorities and meeting deadlines	E
Level 3 Certificate in the Clerking of School and Academy Governing Boards	D
Experience of working in an education setting	D
Prior experience of clerking or governance support	D
Knowledge of school governance frameworks and legislation	D
Experience of using GovernorHub or similar governance management platforms	D

Skills and abilities

Excellent written communication skills with strong attention to detail	E
Strong verbal communication and interpersonal skills	E
Ability to build positive professional relationships	E
Ability to work independently and use initiative	E
Strong organisational skills and ability to meet deadlines	E
Ability to understand complex information and explain it clearly to others	E
Ability to maintain confidentiality and exercise discretion	E
Ability to remain impartial and objective	E

Personal Qualities

Professional and confident manner	E
Commitment to promoting high standards in education	E
Flexible approach to working hours	E
Reliable and punctual	E
Committed to personal development and continuous improvement	E
Calm under pressure	E
Proactive problem-solver	E

E = Essential, D = Desirable

Key information

Hours of work

- Contract based on the number of meetings clerked
- Evening meetings typical (5-8pm)
- Approximately 6 meetings per school per academic year
- 10 hours allocated for each meeting (preparation, attendance, minutes)
- Annual hours: 20 hours for training/admin for first school, 10 hours for each additional school
- Preparation and follow-up work can be completed at times to suit you.

Professional development

- Comprehensive Induction training
- Termly CPD (1-2hrs) provided by central SAfE team
- Performance management process to support your on-going development

Requirements

- Must be able to travel to schools across Surrey (where necessary)
- Must have access to a computer/laptop with reliable internet connection
- Must be willing to undergo an enhanced DBS check
- Must be willing to undertake required training

Location

- Meetings will take place either at schools across Surrey or virtually via online platforms
- Administrative work can be completed remotely

Pay and benefits

- Competitive Hourly pay: £18-20 (higher rate for qualified/experienced clerks)
- £22 for panel work.
- Holiday pay
- Supportive team environment

Our professional behaviours

Mission focused

We place the educational outcomes of children and young people at the heart of everything we do, ensuring governance serves school improvement.

Communication

We are strong communicators; listening carefully, understanding governance needs, and sharing information efficiently and clearly.

Excellence

We produce exceptional governance documentation, exceed expectations in our advisory capacity, and deliver professional service helping boards achieve their goals.

Integrity

We are honest, impartial and discreet, maintaining confidentiality and upholding SAfE values and ethical governance standards.

Collaboration

We work cohesively with the SAfE team, chairs, headteachers and governors toward shared goals; facilitating effective meetings and sharing best practice to improve board effectiveness.

Diligence

We are positive, thorough and meticulous in governance administration, ensuring transparency and attention to detail to support strategic aims.

Respect

We respect diverse perspectives and value everyone's contributions. We maintain professional boundaries and build trust through reliable, impartial support.

Ambition

We excel at supporting governance, taking a proactive approach to anticipating boards' needs, and maintaining a goal-focused approach that drives effective governance for school improvement.

Challenge

We embrace feedback and reflect critically on our practice. We enable governors to effectively challenge through accurate minutes and insightful questioning.

Innovation

We implement best practice and evidence-based approaches, continuously seek improved service delivery, and creatively solve challenges in the governance landscape.

Application Process

To apply for this role please:

1. Complete our application form
2. Email your completed application to clerkingservice@schoolsallexcel.com

SAfE clerking service is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to satisfactory references and enhanced DBS disclosure.

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