

Norwich School

Clerk to the Governors



Job Description

Job Title: Clerk to the Governors
Line Manager: The Head
Contract: Part time / Term Time plus 4 weeks

Job Purpose:

The Clerk to the Governors plays a critical role in ensuring the effective governance of the school by providing independent support and advice to the Chair and Governing Body. This position also provides professional administrative support to the Governing Body, ensures compliance with legal and regulatory requirements, and facilitates the smooth and efficient operation of governance procedures. The Clerk is the trusted advisor on governance, constitutional, and procedural matters.

Key Responsibilities:

Governance Support

- Provide proactive, confidential support to the Chair of Governors, Head and individual governors.
- Ensure the Governing Body operates within its legal framework, adhering to statutory and regulatory requirements.
- Advise the Governing Body on changes to legislation, policy, or best practice that affect governance.

Meeting Administration

- Prepare and distribute agendas, minutes, and supporting documents for all full Governing Body and committee meetings in a timely and confidential manner.
- Attend all meetings (typically held in the evening), take accurate minutes, and record actions and decisions clearly.
- Follow up on actions arising from meetings and ensure they are completed within agreed timelines.

Record Keeping and Compliance

- Maintain up-to-date records of the Governing Body's membership, terms of office, attendance, and declarations of interest.
- Support governor recruitment, appointment, induction, and training.
- Manage statutory policies, ensuring timely review and publication as required.
- Maintain the Governance section of the school's website to ensure compliance with statutory requirements.

Communication and Coordination

- Act as the main point of contact for all governors regarding meeting arrangements, documentation, and queries.
- Liaise with external bodies such as the Department for Education (DfE), Independent Schools Inspectorate (ISI), Companies House and the Charity Commission.
- Organise and coordinate governor training and development sessions.

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Additional Information

- Attendance at evening meetings is required (typically 3–6 per term).
- The role may include remote working, with the ability to attend in-person meetings as needed.

Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

Other

- Participate in training and other learning activities as required; and in the Probation and Professional Development Review process.
- Undertake other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Head.

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Person Specification:

Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • Proven experience in an administrative or governance-related role, ideally in an education or charity setting. • Strong understanding of the legal and regulatory framework governing independent schools. 	<ul style="list-style-type: none"> • Knowledge of governance in independent schools or charitable trusts. • Previous experience as a clerk or company secretary. • Qualification in governance or business administration.
Skills & Competencies	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Highly organised, with the ability to manage sensitive information confidentially. • Able to work independently and manage time effectively. 	<ul style="list-style-type: none"> • Familiarity with online document-sharing and collaboration platforms (e.g., SharePoint, GovernorHub, Microsoft Teams).
Professional Attributes	<ul style="list-style-type: none"> • Demonstrates discretion, professionalism, and integrity in handling governance matters (supported by duties relating to confidentiality, compliance, and governance advice). • Willingness to attend evening meetings as required. • Understand and comply with Child Protection procedures 	

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Salary and Benefits

Salary and Working Pattern:

This is a part time, permanent post, and the salary is £13,738 per annum (£40,851 per annum, full time equivalent). The Clerk to the Governors is expected to work 15 hours per week, covering term time plus 4 additional weeks including INSET days. Working pattern will be agreed with the Line Manager. Some flexibility in working hours and pattern is required to meet the changing needs of the school.

Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare

Staff may benefit from the school's private healthcare plans. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.