

Clerk to the Local Governance Committees of Webheath Academy Primary School and Ridgeway Secondary School

Salary based on Grade 4, SCP 7 – 11 calculated at £15.34/hr - £16.35/hr (hourly rate plus 12.07% holiday pay) (pay award pending from April 2026)

Part-time, term-time plus (flexible), remote/hybrid working, 100 hours per year per school, to suit the needs of the role and paid based on 1.92 hours per week over 52 weeks a year for each school. The role includes attendance at LGC meetings (currently 5 per year per school), and panels, generally held after school, starting around 4-5.30pm and lasting approximately 2 hours.

Closing Date: 12 noon, Wednesday, 3rd June 2026

Interview: tba

Start Date: ASAP

Our Multi-Academy Trust is looking for a highly organised **Clerk to the Local Governance Committees** to provide essential support, guidance, and administration that allows our schools to focus on what really matters – delivering the best outcomes and experiences for our students. The successful candidate will play a vital role in ensuring our Local Governance Committees operate in line with statutory requirements, the Trust's Scheme of Delegation, and best practice in academy governance. Previous governance or clerking experience is desirable, although training will be provided for the right candidate.

The Schools:

- Webheath Academy Primary School is a highly successful two-form entry primary school serving the community in Webheath in Redditch. Webheath is a school where everyone works hard as a team to deliver the best possible education and outcomes for our children.
- Ridgeway Secondary School is a small school with a big heart, where a close-knit and supportive community creates a special environment for learning and working. In recent years, the school has made rapid improvements, earning recognition as the most improved state secondary school in England in 2024. RSS continues to strive for excellence, ensuring that every student can achieve their full potential and leave fully prepared for the next stage of their lives.

About You:

You are meticulous, organised, and proactive. You have integrity, ambition, and the drive to support excellence in education. You can manage complex administration while providing clear guidance, maintaining independence, and building positive relationships with governors and staff.

Interested candidates who wish to have an informal conversation about this role are welcome to contact Nic Purslow, Trust Governance Professional at npurslow@shiresmat.org.uk. Further information, including role description, person specification and application form, are available from the school websites www.ridgewaysecondary.org.uk and <https://webheath.worcs.sch.uk/>. Please send completed application forms to mevans@rss.shiresmat.org.uk.

Shires Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. In accordance with our statutory obligations under Keeping Children Safe in Education 2025, Shires Multi Academy Trust is required to conduct an online search as part of our due diligence on appointed candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the Shires Multi Academy Trust might want to explore with you. The Trust is committed to the promotion of equal opportunities and diversity.

Role Description

Clerk to Local Governance Committees of Webheath Academy Primary School and Ridgeway Secondary School

Post Title:	Clerk to Local Governance Committees
Schools:	Webheath Academy Primary School and Ridgeway Secondary School
Location:	Remote/Hybrid/Attendance at meetings as required
Salary and grade:	SC 4 – scale points 7-11. Salary calculated at £15.34/hr - £16.35/hr (hourly rate plus 12.07% holiday pay)
Contract:	Permanent
Line Managers:	Trust Governance Professional, working closely with the Chairs of the Local Governance Committees (LGC).
Hours of work:	Part-time, term-time plus (flexible) 100 hours per year per school, to suit the needs of the role and paid based on 1.92 hours per week over 52 weeks a year for each school. The role includes attendance at LGC meetings (currently five per year per school), as well as ad hoc panels. Meetings are generally held after school, starting around 4-5.30pm and lasting approximately 2 hours.

Role Purpose

To provide advice and guidance to Local Governance Committee (LGC) on governance, constitutional and procedural matters.

A professional clerk will contribute towards the efficient and effective functioning of a governing board and its committees by providing:

- administrative and organisational support
- guidance to ensure that the Committee works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance
- advice on procedural matters relating to the operation of the LGC.

Key Duties

Organising meetings, hearings and appeals

The clerk prepares for and administrates meetings, allowing governors to make effective use of their time and focus on strategic matters. The clerk supports the effective running of meetings by:

- Liaising with the Shires Governance Professional regarding the annual calendar of Local Committee meetings;
- working with others to prepare agendas and liaising with those preparing papers to make sure they are available on time

- convening meetings and distributing papers as required by legislation and Terms of Reference
- ensuring meetings are quorate, inclusive and well structured
- overseeing election of officers
- recording attendance/apologies and taking appropriate action in relation to absences
- taking minutes indicating who is responsible for any agreed actions with timescales
- circulating draft and approved minutes to all governors/members of the committee, the headteacher and other relevant bodies within the timescale agreed
- following up on action points with those responsible and informing the chair of progress

Providing advice and guidance

- Access appropriate advice, support and guidance from the Shires Governance Professional, on behalf of the Local Governance Committee
- advising on legal duties and governing practice
- advising on constitutional requirements
- advising on board procedures
- advising on statutory guidance and policies
- advising on annual tasks and decisions
- advising on governor/trustee CPD
- accessing external advice as appropriate
- supporting issue resolution

Administration and record keeping

The clerk supports the LGC in maintaining records of policies and procedural documents and ensures these are accessible. This includes:

- maintaining membership records including contact details of LGC members, terms of office and informing any relevant authorities of changes to membership details
- advising governors and appointing bodies in advance of the expiry of a term of office and the impact of this on the board's capacity, diversity and skills mix
- establishing, in discussion with the LGC, open and transparent vacancy filling processes and efficient procedures for election and appointment
- giving procedural advice and assisting with the management of governor elections
- advising the board on succession planning for all board roles
- maintaining governing documents such as signed minutes



- collating, maintaining and ensuring correct publication of information about governors such

as any pecuniary interests



- maintaining a record of board CPD
- ensuring Disclosure and Barring Service (DBS) and other relevant checks are carried out on any members of the board where it is appropriate to do so
- maintaining records of board correspondence
- maintaining governance communication portal
- drafting correspondence on behalf of the board

Maintaining relationships and communication

Good relationships between the clerk, chairs, governors and Shires Governance Professional are essential for open communication. Clerks also have a role to play in supporting the LGC on their self-review and development.

The clerk should fulfil these responsibilities, whilst maintaining independence, by:

- maintaining professional working relationships with the chair, governors, school leaders and Shires Governance Professional.
- communicating on board matters outside of meetings.
- where appropriate, liaising on behalf of the LGC.
- contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development
- participating in regular professional development with the chair and Governance Professional.

Ensuring compliance

- ensuring meetings are quorate
- overseeing the review of required policies
- publication of governance information on school websites
- advising on data protection requirements
- overseeing LGC recruitment processes
- co-ordinating safeguarding checks on board members
- monitoring eligibility of governors to serve
- notifying disqualifications, expiry of office etc
- statutory registers and filing returns
- keeping up to date with current educational developments and legislation affecting school governance



Note

This list is not exhaustive and other duties as appropriate will be delegated to the employee as required.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of post holder:

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Date: / /

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Signature of headteacher:

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Date: / /

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Signature of headteacher:

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Date: / /

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Person Specification

Knowledge

- the schools system: structures, accountability and funding
- governance legislation, procedures and regulations relevant to the organisation
- the core functions of a LGC/trust board as they apply to the organisation
- elements of effective governance and board practice as they apply to the organisation

Skills

- literacy, numeracy and IT
- written and verbal communication
- minute taking
- planning and organisational
- people and relationship building
- advisory skills (recommending a course of action)
- risk aware/able to articulate risk in the context
- problem solving
- time management to meet deadlines and competing demands

Attributes

- personal integrity and commitment to [the principles of public life](#)
- respect for confidentiality
- confidence and resilience (to challenge when necessary)
- commitment to professional development to maintain knowledge and improve practice