



Astley CE Primary School

Recruitment Pack

Clerk to Governors
(Professional Governance Advisor)

Astley CE Primary School

Astley, Stourport-on-Severn, DY13 0RH

Established 1743



Tel: 01299 822002

Email: office@astley.worcs.sch.uk

Headteacher: Tracie Langfield



Dear Applicant,

Thank you for your interest in the position of Clerk to Governors (Professional Governance Advisor) at Astley CE Primary School. Astley is a small, friendly rural Church of England primary school where our vision is to “Let Everyone Shine”. We are fortunate to have a committed and supportive Governing Board which plays an important role in the strategic leadership and development of our school. Applicants must be able to fully support the Christian ethos of the school.

Our latest Ofsted inspection in May 2026 recognised particular strengths across the school. Early years, inclusion and personal development and wellbeing were all judged to be at the Strong standard, with safeguarding standards met. Inspectors described Astley as a caring and inclusive school where pupils feel that they belong. They also noted that staff feel valued and supported and benefit from an effective programme of professional learning.

We are looking to appoint a highly organised, reliable and professional individual to provide advice, administrative support and guidance to our Governing Board. The Clerk is central to the effective operation of governance at Astley, working closely with the Chair of Governors, Headteacher and other governors to ensure that meetings and wider governance responsibilities are managed effectively and in accordance with statutory requirements.

This is much more than a minute-taking role. Alongside preparing for and clerking Governing Board and committee meetings, the successful candidate will provide procedural and governance advice, maintain statutory records, support governor recruitment and induction, monitor key governance requirements and help the Board to remain informed of developments affecting school governance.

You do not necessarily need previous experience as a Clerk to Governors. We are particularly interested in someone with excellent organisational, administrative and communication skills, sound judgement, attention to detail and the ability to work independently, impartially and confidentially. Previous clerking or school governance experience would be an advantage, and appropriate training and professional development will be supported.

The vacancy is for:

- Clerk to Governors (Professional Governance Advisor) – Permanent
- Start date is ASAP
- Scale 4, SCP 7–11
- 308 hours per annum, worked flexibly across the year
- Actual annual salary: £3,654 - £3,895

The role includes attendance at 12 scheduled meetings each year: 6 Full Governing Board meetings, 3 Resources Committee meetings and 3 Curriculum Committee meetings. Meetings are normally approximately two hours in duration and some take place during the evening. The remaining hours are worked flexibly across the year to undertake meeting preparation and follow-up, governance administration, statutory record keeping, governor development and procedural and governance advice.



If you would like to find out more about our school, please visit our website www.astley.worcs.sch.uk or our Facebook page <https://www.facebook.com/astleyprimaryschool>

The process:

All applications must be submitted online through the Worcestershire County Council recruitment system, Tribepad. Please follow the Apply link on the job advert to create or log in to your account and complete your application.

Shortlisted candidates will be invited to interview through the recruitment system and will be asked to provide referee details at this stage. References will be requested prior to interview. At least one referee should be your current or most recent employer. We may also contact previous employers listed within your employment history where necessary to clarify information.

We encourage prospective applicants to visit the school or contact us for an informal conversation. Please contact the school office to arrange.

Shortlisting will be based on applicants' suitability for the post, using the job description, person specification and information provided within the online application. Please ensure your application clearly demonstrates how you meet the requirements of the role.

The closing date is 2nd November. Shortlisted candidates will be contacted via email.
Interviews: TBC

Thank you for your interest and we look forward to receiving your application.

Yours faithfully
Mrs Tracie Langfield (Headteacher)



Clerk to Governors

Job Description

Job Title: Clerk to the Governors (Professional Governance Advisor)

Reporting to: The Governing Board

Salary Grade: Scale 4, SCP 7–11

Hours of Work: 308 hours per annum, worked flexibly across the year

Employer: Worcestershire County Council, based at Astley CE Primary School

Purpose of job

To provide support and advice to enable effective governance, advising on governance, constitutional and procedural matters and contributing to the efficient and effective functioning of the Governing Board and its committees.

The Clerk / Professional Governance Advisor will:

- provide administrative and organisational support for the Governing Board
- support the efficient and effective operation of the Governing Board and its committees
- provide guidance to ensure the Governing Board is compliant with the legal and regulatory framework, understanding the consequences of non-compliance
- provide procedural advice to assist the Governing Board in developing a governance framework and driving improvements to its systems, processes and structures
- ensure governance at all levels is carrying out its functions

Main Activities & Responsibilities

Advice and guidance

- Advise the Board on its core functions in accordance with Department for Education guidance and the relevant governance framework.
- Advise the Governing Board on relevant legislation and procedural matters before, during and after meetings.
- Know where to access appropriate legal advice, support and guidance and, where necessary, seek advice and guidance from third parties on behalf of the Governing Board.
- Inform the Governing Board of changes to its responsibilities arising from changes in school status or relevant legislation.
- Advise the Board on the regulatory framework for governance, including relevant acts, regulations and the Instrument of Government.
- Offer advice on governance best practice, including committee structures and self-evaluation.
- Ensure statutory policies are in place and highlight when they need to be reviewed and by whom.
- Advise, develop and maintain, in consultation with the Board, the annual calendar of Governing Board meetings, monitoring and training.
- Facilitate new governor induction and ensure governors have access to appropriate documents and systems.
- Contribute to the induction of governors taking on new roles.
- Anticipate issues which may arise and draw these matters to the Chair's attention, proposing recommendations.

Organisation and administration of meetings

- Work with the Chair and Headteacher to prepare focused agendas for Governing Board and committee meetings.
- Liaise with those preparing papers to ensure they are available on time and distribute agendas and papers as required.
- Ensure meetings are quorate, inclusive and well structured.
- Record governor attendance and apologies at all meetings and take appropriate action in relation to absences.
- Draft accurate minutes reflecting the Board's core strategic functions, identifying agreed actions, responsibilities and timescales.
- Circulate reviewed minutes to governors, the Headteacher and other relevant bodies within agreed timescales.
- Follow up agreed action points and inform the Board of progress.
- Advise, set up and clerk hearings and panels as required.

Governing Board membership

- Advise governors and appointing bodies in advance of the expiry of governors' terms of office and on the impact on the Board's capacity, diversity and skills mix.
- Support open and transparent vacancy-filling processes and efficient procedures for election and appointment.
- Give procedural advice on governor elections and assist with election procedures.
- Collate, maintain and ensure correct publication of governor information, including declarations and pecuniary interests.
- Ensure DBS and other relevant checks are carried out on members of the Board where appropriate.
- Maintain records of governor training and meeting attendance and advise the Chair of potential disqualification through lack of attendance.
- Advise the Governing Board on succession planning and support effective and inclusive governor recruitment practices.

Managing information

- Maintain up-to-date records of Governing Board membership, categories and terms of office and notify relevant authorities of changes.
- Maintain current terms of reference and membership of committees, working parties and governors with specific oversight responsibilities.
- Maintain signed minutes, Governing Board correspondence and other governance records.
- Ensure statutory policies and other school documents approved by the Governing Board are retained and published as agreed.

Relationships and development

- Develop and maintain professional working relationships with the Chair, Governing Board and school leaders.
- Contribute to learning and development opportunities for governors, including induction and continuing professional development.
- Undertake appropriate and regular training to maintain knowledge and improve practice.
- Keep up to date with educational developments and legislation affecting school governance.
- Participate in regular performance management led by the Chair.

Evaluation and development

- Contribute to rigorous and effective methods of Governing Board self-review.
- Coordinate regular evaluation of governance, including skills audits and individual reviews where appropriate.
- Support arrangements for external reviews of governance.
- Support the development and implementation of a training programme for governors.

Generic Accountabilities

- Liaise with relevant professional organisations and networks.
- Maintain personal and professional development to meet the changing demands of the role and participate in appropriate training.
- Undertake other duties, training and/or hours of work as may reasonably be required and which are consistent with the general level of responsibility of the post.
- Keep abreast of policy developments affecting governance.
- Undertake health and safety duties commensurate with the role and school policy.
- Carry out duties in a manner which promotes equality of opportunity, dignity and respect.

Person Specification

Essential

- Effective time-management skills and the ability to organise Governing Board meetings efficiently and meet agreed deadlines.
- Experience of using IT and technology effectively.
- Ability to evaluate administrative systems and processes and identify improvements.
- Excellent attention to detail, clarity and accuracy.
- Ability to maintain statutory records and confidential documentation.
- Ability to maintain systematic and organised filing, retention and retrieval arrangements.
- Good listening, oral communication and literacy skills.
- Willingness to undertake appropriate training and professional development.
- Integrity and professionalism; ability to maintain confidentiality and remain impartial.
- Sensitivity to the needs of others, openness to learning and change, and good interpersonal skills.
- Ability to work at times convenient to the Governing Board, including evening meetings, virtually and face-to-face.
- Ability to travel to meetings, be contacted at mutually agreed times and work flexibly to meet the needs of the Board.

Desirable

- Sound understanding of governance duties, responsibilities, legislation, procedures and statutory compliance.
- Secure understanding of the core strategic functions of governance.
- Experience of producing high-quality documentation for governing boards or similar bodies.
- Experience of using a range of methods to record and present information for different audiences.
- Knowledge of data protection legislation and Freedom of Information requirements.
- Previous experience as a Clerk to Governors.
- Experience of working independently, using initiative and self-motivation, and as part of a team.
- Previous clerks' training or a recognised governance/clerking accreditation.

Approved: Date
(Headteacher)

Approved: Date:
(Postholder)

This job description sets out the duties of the post at the time it was drawn up. Astley CE Primary School reserves the right to vary the duties and responsibilities and the post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Special Conditions

This post is exempt from the provisions of the Rehabilitation of Offenders Act and ALL convictions and/or cautions must be declared.

The post holder will be subject to an enhanced DBS disclosure and barred list check to satisfy child protection requirements.

At all times priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

We will contact past employers and explore any gaps in work history.

We reserve the right to carry out online searches via a search engine on applicants if we deem it is needed.

Astley CE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

We strongly encourage visits to the school and welcome telephone calls to arrange.

Please contact Amandine Stone, School Manager, on **01299 822002** or at hr@astley.worcs.sch.uk to arrange a convenient time and date.

Closing date: 12 noon 2nd November 2026

We reserve the right to close this vacancy early if sufficient candidates apply.

Interviews: TBC