



Bolton Primary School

Job Description

Clerk to the Governing Body

School	Bolton Primary School
Post title	Clerk to the Governing Body
Grade and salary	BS5, £26,847 per annum FTE, pro rata (£13.92 per hour)
Hours	2.5 hours per week, term time only (38 weeks a year), including evening meetings
Contract	Permanent, subject to a probationary period
Responsible to	The Governing Body, through the Chair of Governors
Date	October 2026

The Governing Board of Bolton Primary School wishes to appoint a high-quality clerk to provide the governing body and its committees with administrative support and guidance. The successful candidate will advise the governing body on governance, procedural and constitutional matters; manage membership; administer meetings; and maintain appropriate records and manage information, in line with relevant legislation, guidance and best practice.

They will be reliable, flexible and able to attend meetings of the governing body and its committees, held in the evenings during term time. Applications are invited from suitably qualified or experienced people with excellent listening, oral and written communication skills, as well as good ICT skills.

Purpose of the job

The clerk is accountable to the governing body and works effectively with the Chair of Governors, the head teacher and other governors. The clerk advises the governing body on constitutional matters, duties and powers, working within the current legislative framework. They secure the continuity of governing body business and observe confidentiality requirements.

Principal accountabilities

Meetings

- Prepare the agenda with the Chair and head teacher, taking account of national and local issues with a focus on school improvement.
- Encourage the Chair and others to produce agenda papers on time for circulation.
- Remind the Governing body of upcoming meetings and update the Chair and headteacher on any apologies received.
- Produce, collate and distribute the agenda and papers so that recipients receive them on Microsoft Teams at least seven clear days before the meeting.
- Record the attendance of governors at each meeting and take appropriate action regarding absences.
- Take notes of governing body meetings and prepare minutes, showing who is responsible for each agreed action.
- Record all decisions accurately and objectively, with timescales for actions.
- Send draft minutes to the Chair and head teacher for amendment, and for approval by the Chair.
- Circulate the approved draft minutes to all governors within the timescale agreed by the governing body.
- Advise absent governors of the date of the next meeting.
- Keep a file of signed minutes as an archive record.
- Once minutes are approved, forward a copy to the Local Authority if requested.
- Chair the governing body meeting during the election of the Chair, if requested.
- Liaise with the Chair before each meeting to receive an update on progress with previously agreed actions.
- Advise the governing body on governance legislation and procedural matters before, during and after meetings.

- Update the governors' section of the school website, including attendance records, minutes and other required information.

Membership

- Maintain an up-to-date record of governing body members, including names, contact details, category of governor and term of office.
- Inform the School Business Manager immediately of any changes to governing body membership, including names, full contact details and type of governor.
- Inform the Local Authority of changes of membership and of post holders.
- Arrange for newly appointed governors to receive a welcome pack, including details of their term of office.
- Advise governors and appointing bodies before a term of office expires, so that elections or appointments can be organised in good time.
- Inform the governing body of any changes to its membership.
- Maintain governor attendance records and advise the governing body of non-attendance.
- Ensure a register of governors' business and pecuniary interests is kept, reviewed annually and published on the school website.
- Ensure all new and re-appointed governors complete the required declarations and that enhanced DBS and other required checks are carried out, so that governors are cleared to carry out their duties.
- Assist with the elections of parent and staff governors.
- Maintain current terms of reference and membership of committees, working parties and nominated (link) governors.
- Keep a record of training completed by governors and help make sure training remains up to date.

Advice and information

- Ensure new governors have access to the DfE Governance Handbook and other relevant information.
- Make arrangements for outgoing governors to return any school documentation.
- Keep up to date with current educational developments and legislation affecting school governance.
- Ensure that statutory policies are in place, and that a record is kept of policies and other documents approved by the governing body.
- Check that the school website is up to date with the statutory information and policies required, and liaise with the head teacher and School Business Manager on any amendments needed.
- Access appropriate legal advice, support and guidance when necessary.
- Advise the governing body on procedural issues.
- Following the governing body's agreed policy, provide or arrange support for new governors.
- Keep a file of relevant DfE and Local Authority guidance.
- Attend briefings and take part in professional development opportunities.
- Help produce the governing body's year planner, including an annual calendar of meetings and the cycle of agenda items for the governing body and its committees, including policies for review.

This is not an exhaustive list of duties. The postholder will be expected to carry out other tasks appropriate to the role as the needs of the governing body change.

Safeguarding

The school is an equal opportunities employer, committed to the principles of child protection, safeguarding and safer recruitment, and to promoting the welfare of children and young people. The appointment is subject to satisfactory references and an enhanced DBS check.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

How to apply

Please return a completed application form and a covering letter summarising your skills, abilities and experience, and how they support your suitability for the post, to admin@bolton.cumbria.sch.uk. Please note that CVs will not be accepted. Please read this job description alongside the person specification.