



Bolton Primary School

Person Specification

Clerk to the Governing Body

The role

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 clerk gives the governing body independent advice on governance, law and procedure, and runs the administration of its meetings so governors can focus on strategic leadership.

Person specification

How assessed: **A** = application form, **I** = interview, **R** = references, **C** = certificates.

Area	Essential	Desirable	How assessed
Qualifications and training	<ul style="list-style-type: none"> Good standard of literacy and numeracy (e.g. GCSE English and Maths grade C/4 or equivalent) Willingness to complete induction and ongoing clerk training 	<ul style="list-style-type: none"> Recognised clerking qualification or training (e.g. Level 3 Certificate in the Clerking of Governing Boards, or local authority clerk training) Training in safeguarding or GDPR 	A, I, C
Knowledge	<ul style="list-style-type: none"> Understanding of the role and responsibilities of a school governing body Understanding of the need for confidentiality and data protection 	<ul style="list-style-type: none"> Working knowledge of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and the DfE Governance Handbook Knowledge of how schools are funded, inspected (Ofsted) and held to account Knowledge of governor recruitment, elections and terms of office 	A, I
Experience	<ul style="list-style-type: none"> Experience of minute-taking and producing accurate, concise records Experience of organising meetings and managing paperwork to deadlines 	<ul style="list-style-type: none"> Experience of clerking school governing bodies or committees Experience working in or with schools or the public sector 	A, I, R

Area	Essential	Desirable	How assessed
Skills	<ul style="list-style-type: none"> • Able to produce clear, accurate agendas, minutes and correspondence • Good IT skills: Word, Excel, email, Teams/online meetings and document-sharing platforms • Good organisational and time-management skills; able to prioritise • Able to keep accurate records (membership, attendance, terms of office, declarations of interest) 	<ul style="list-style-type: none"> • Able to advise governors confidently on procedure and legal requirements • Experience of GovernorHub or a similar governance platform 	A, I, R
Personal qualities	<ul style="list-style-type: none"> • Discreet and able to maintain strict confidentiality • Impartial and objective; able to build effective working relationships with governors, the head teacher and school staff • Reliable, accurate and attentive to detail • Committed to keeping their own knowledge up to date 		I, R
Circumstances	<ul style="list-style-type: none"> • Able to attend meetings outside school hours, including evenings • Commitment to safeguarding and promoting the welfare of children 		A, I, R

Other requirements

- **Eligibility:** the clerk cannot be a governor, an associate member of the governing body, or the head teacher of the school.
- **Safer recruitment:** the appointment is subject to satisfactory references and an enhanced DBS check, in line with Keeping Children Safe in Education.
- **Confidentiality and data protection:** the clerk will handle confidential governing body business and personal data, and must follow the school's data protection policy and UK GDPR.