

Clerk to the Governors – Person Specification

We are seeking a highly organised and efficient individual to support our Governing Body in its vital work. The successful candidate will be responsible for preparing and distributing meeting documentation in a timely manner, and for preparing and uploading accurate minutes to our Governor Portal.

If you are new to this role, full training is available through Governor Services at Dorset Council.

The Clerk will be accountable to the Governing Body and will work closely with the Chair of Governors, Headteacher, and other members. Key responsibilities include:

- **Advising the Governing Body on its constitutional responsibilities, legal duties, and powers**
- **Ensuring the smooth continuity of Governing Body business**
- **Always maintaining confidentiality**
- **Operating within the current legislative framework**

Contract Details:

- **Hours: 2.5 hours per week**
- **Term: Term time only (39 working weeks)**
- **Grade: Dorset Grade 5**