



Clerk to Governors

Epping Forest Schools Partnership Trust, Essex

Job Ref No. ECC16973-58S

Position Start Date: 01/04/2024

Application Close: 26/02/2024 Midday

Position Type: Administration

Contract Type: Part-time

Date of Interviews: 04/03/2024

Pay Range: £220-£260 per meeting

Contract Term: Permanent

Job Description

The Epping Forest Schools Partnership Trust (EFSPT) wishes to appoint well-organised, efficient Clerks to provide support and guidance to our schools' Governors. The EFSPT Clerking Team is briefed and supported by the Head of Governance.

This flexible, part-time role is term-time only and primarily home-based. The ability to work flexible hours is important, including attendance at evening meetings which may be held virtually or at our schools. There is the requirement to clerk approximately seven Governing Body meetings per year per school. You may also be asked to clerk any statutory appeal or investigatory panels the Governing Body is required to convene.

Your general responsibilities will include:

- Attending and minuting governing body meetings
- Working effectively with the Chair and Headteacher prior to each meeting to adapt the Trust's template agenda
- Distributing papers within agreed timescales
- Advising the governing body on procedural matters
- Preparing accurate minutes of Governing Body meetings
- Recording decisions accurately and objectively with timescales for action
- Attending termly briefings with the Clerking Team and Head of Governance
- Collating paperwork for the induction of new Governors

You will:

- Have good communication, IT and literacy skills
- Be well organised and able to take comprehensive and accurate minutes
- Have the ability to work flexibly
- Be able to attend some daytime but mostly evening meetings
- Have the time to support the Local Governing Body outside of the meetings
- Maintain confidentiality when required

You will be paid between £220 (£196 pay / £24 holiday pay) and £260 (£232 pay / £28 holiday pay) per full Governing Body Meeting depending on experience and £165 (£147 Pay / £18 holiday pay) per LGB Staff Pay Panel meeting. Paid monthly in arrears. Access to the Local Government Pension Scheme is available.

Previous clerking experience is desirable, along with knowledge of the education sector, although training and support will be provided.

For further information about this post, please contact:

Elisabeth Nunn, Head of Governance, at: enunn@efspt.org

The Trustees are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Closing date for applications is Monday 26th February 2024 at midday.

Interviews to be held on Monday March 4th 2024.

Information about the School

The Epping Forest Schools Partnership Trust is currently made up of 15 primary schools, four of which are Church of England schools, and one special school and serves a community of approximately 4,400 pupils and 820 staff. The Trust was established in 2018 from a consortium of schools who had a history of working together for over 20 years. We are at the forefront of education provision in Epping Forest with our SCITT, dedicated School Improvement Team, Wellbeing Services and SEMH provision.

All appointments are subject to safer recruitment requirements to ensure the safeguarding of children and young people. All positions will involve appropriate checks and clearances.

Documents

Please be aware that some uploaded documents may require special software such as Microsoft Word or Adobe Acrobat Reader to view.

[Job description](#)

[Person specification](#)

Information about the school

Contact Information

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