



Governance Professional to the Trustees & Company Secretary

10 hours per week – Permanent, Term Time Only, 38 weeks (380 hours per year)

Grade 6 points 13 - 20: (£29,064 - £32,597) pro rata p.a.

Actual Salary: (£6,598 - £7,400 per annum)

Chosen Hill School in Churchdown, near Cheltenham in Gloucestershire are seeking to recruit an exceptional candidate in the role of Governance Professional to the Trustees and Company Secretary to work closely with the Business Manager, Chair of Governors and the Headteacher.

This is a part time permanent position – Term Time only. Hours will be spread through the year and can be worked flexibly but will require covering the Governor meetings which are usually held out of hours in the early evening and currently on teams, but some will be held at the school. Flexibility in attending meetings will be required.

The main duties of the role as Governance Professional to the Trustees and Company Secretary will be to prepare agendas, collate and distribute supporting documents, ensure each meeting is properly constituted, take and distribute minutes, maintain records of attendance, giving procedural and legislative advice and providing effective administrative support to the Chairs and Governors to fulfil their statutory requirements.

Excellent communication and organisational skills are required as well as the ability to work flexibly and independently and maintain confidentiality.

The Headteacher and The Governing Body of Chosen Hill School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts require a DBS clearance and suitable references prior to commencement.

As part of our due diligence within safer recruitment, school will be carrying out online searches to help identify any incidents or issues which may need to be explored at interview. These searches will include, but will not be limited to, Facebook, Instagram, Twitter and Google

Annual Commitment

All meetings take place on a Monday from 6pm and either on Microsoft Teams or at Chosen Hill School

- 4 meetings of the Full Governing Body - including the Annual General Meeting (AGM)
- 1 Meeting of the Committee Chairs
- 3 meetings of the Audit and Risk Committee
- 5 meetings of the Resources and Community Committee
- 3 meetings of the Learning and Outcomes committee

Benefits:

- Membership of the Local Government Pension Scheme
- Cycle to work scheme option
- Free parking
- Working from home with flexible hours
- Access to the Employee Assistance Programme

If you would like more information or a visit to the school, please contact the Business Manager on 01452 713488.

The closing date for applications is Sunday 9th November 2025