



# Candidate brief for the position of: Clerk to the Local Governing Body

(Across two schools)

Application Deadline – Monday 2<sup>nd</sup> November, 9am

Suitable candidates will be interviewed before the closing date and Lumero Educational Trust reserves the right to withdraw the position if an early appointment is made.





Dear Applicant

Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, the role and the person we are looking for.

As a Trust, we comprise of eight primary schools and four secondary schools across the London Boroughs of Bromley and Croydon, as outlined on the next page.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration**, and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This is an exciting opportunity for a motivated and passionate individual to join our team and make a real impact upon on our students, helping to shape their future.

This post is to start as soon as possible and would suit someone who is hardworking, dedicated and keen to work in an aspirational educational trust.

Please complete the application form as fully as possible.

We very much look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink that reads "T Millar".

Terry Millar  
**Chief Executive**



## Our Schools



**BIGGIN HILL**  
PRIMARY SCHOOL



**BULLERS WOOD**  
SCHOOL FOR BOYS



**BULLERS WOOD**  
SCHOOL FOR GIRLS



**CHARLES DARWIN**  
SCHOOL



**CHELSEFIELD**  
PRIMARY SCHOOL



**CHISLEHURST**  
SCHOOL FOR GIRLS



**DARRICK WOOD**  
JUNIOR SCHOOL



**GREEN STREET GREEN**  
PRIMARY SCHOOL



**THE HIGHWAY**  
PRIMARY SCHOOL



**ORCHARD WAY**  
PRIMARY SCHOOL



**TUBBENDEN**  
PRIMARY SCHOOL



**PRATT'S BOTTOM**  
PRIMARY SCHOOL



## Clerk to the Local Governing Body

**Applications close Monday 2<sup>nd</sup> November 2026, 9am**

|                         |                                                                                                                        |
|-------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Start Date:</b>      | As soon as possible                                                                                                    |
| <b>Working Pattern:</b> | Clerk to the Governors<br>Working hours as required for approximately ten meetings per year<br>(five per school)       |
| <b>Location:</b>        | The role offers flexibility to work remotely from home or on-site at the school, as required by the needs of the role. |
| <b>Salary:</b>          | NJC Salary Scale 5 Pt 11<br>Salary per hour £17.08 plus £2.47 holiday pay                                              |

### Introduction

At Lumero Educational Trust we have a strong focus on building a diverse and inclusive environment for all staff and the wider school community. We welcome applications from all qualified applicants.

We are seeking to appoint a professional, energetic and enthusiastic individual, with a close attention to detail, to join our Multi-Academy Trust team of dedicated clerks. The main focus of work will be to provide a full clerking service to the Governors of Local Governing Bodies, ensuring adherence to all relevant legislation. This role will be clerking to Governing Boards with significant strategic insight and authority, and the clerk will need to demonstrate an absolute commitment to confidentiality.

The role will sit within the established team of clerks with primary duties aligned to two of our schools.

**Each meeting will require approximately 9 hours in total – 2 hours in preparation, 2 hours in attendance and 5 hours in circulating the resulting minutes and associated actions and administration. Evening availability will be required for the meeting, but flexible home working is available for all other hours worked. Two additional hours per half term should be assumed to support Trust engagement, team meetings and training events. Additional hours may also be required to clerk for ad hoc committees.**



## Job Description and Job Specification

### Clerk to the Local Governing Body

|   |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Introduction                         | <p>The clerk to the Local Governing Body will be accountable to the Local Governing Body and will work effectively within the Trust, with the Chair of Governors, the Head and other Governors. The clerk will be responsible for advising the Local Governing Body in regard to exercising the governing body functions:</p> <ul style="list-style-type: none"> <li>○ Provide effective administration support to the governing body and its committees.</li> <li>○ Ensure the governing body is properly constituted.</li> <li>○ Manage information effectively in accordance with legal requirements.</li> </ul>                                                                                                                                                                             |
| 2 | Provide advice to the governing body | <p>The clerk to the Local Governing Body will:</p> <ul style="list-style-type: none"> <li>a) Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings.</li> <li>b) Act as the first point of contact for governors with queries on procedural matters.</li> <li>c) Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body.</li> <li>d) Inform the governing body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.</li> <li>e) Offer advice on best practice in governance, including on committee structures and self-evaluation.</li> </ul> |
| 3 | Effective administration of meetings | <p>The clerk will:</p> <ul style="list-style-type: none"> <li>a) In collaboration with the Chair and Head prepare a purposeful agenda, which takes into account DfE requirements and is focused on school improvement, for the governing body meeting and committee meeting.</li> <li>b) Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers at least seven days prior to the meeting, or other regulation timescales.</li> <li>c) Ensure meetings are quorate.</li> <li>d) Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting.</li> </ul>      |



|   |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                    | <ul style="list-style-type: none"> <li>e) Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and the Head.</li> <li>f) Circulate the reviewed draft within three weeks of the meeting.</li> <li>g) Follow-up any agreed action points with those responsible and inform the Chair of progress.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4 | Membership         | <p>The Clerk will:</p> <ul style="list-style-type: none"> <li>a) Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner.</li> <li>b) Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections.</li> <li>c) Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school.</li> <li>d) Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so.</li> <li>e) Maintain a record of training undertaken by members of the governing body.</li> <li>f) Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance.</li> <li>g) Advise the governing body on succession planning (of all roles, not just the Chair).</li> <li>h) Ensure adherence to the Trust Local Governing Body Annual Business Plan.</li> </ul> |
| 5 | Manage Information | <p>The clerk will:</p> <ul style="list-style-type: none"> <li>a) Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body and any relevant authorities of any changes to its membership.</li> <li>b) Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND.</li> <li>c) Maintain a record of signed minutes of meetings, and ensure copies are sent to relevant bodies on request and are published on the School Website.</li> <li>d) Maintain records of governing body correspondence.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                    |



|   |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 | Personal Development | <p>The Clerk will:</p> <ul style="list-style-type: none"> <li>a) Attend termly Clerk Briefings.</li> <li>b) Undertake appropriate and regular training and development to maintain their knowledge and improve practice.</li> <li>c) Keep up-to-date with current educational developments and legislation affecting school governance.</li> <li>d) Participate in regular performance management.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 7 | Additional Services  | <p>The clerk may be asked to perform as part of their duties any of the following. These additional tasks may be negotiated at an extra cost.</p> <ul style="list-style-type: none"> <li>a) clerk some or all statutory and non-statutory Governing Body committee meetings within the Trust.</li> <li>b) Clerk any statutory appeal committees/panels the governing body is required to convene.</li> <li>c) Assist with the elections of parent and staff governors.</li> <li>d) Participate in, and contribute to the training of governors in areas appropriate to the clerking role.</li> <li>e) Maintain a file of relevant Department for Education (DfE) and other guidance documents.</li> <li>f) Maintain archive materials.</li> <li>g) Prepare briefing papers for the governing body, as necessary.</li> <li>h) Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies.</li> <li>i) Perform such other tasks as may be determined by the governing body from time to time.</li> </ul> |



## Person Specification

### Clerk to the Local Authority

**This person specification lists the competencies expected of an experienced / fully trained Clerk. The two right-hand columns provide guidance for the appointment of new Clerks. (E= Essential criteria, D = Desirable criteria)**

|   |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     |                                                                                  |
|---|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------------------------------------------------------|
| 1 | <b>Skills, knowledge and aptitudes</b> | <p>The Clerk should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> <li>• good listening, oral and literacy skills;</li> <li>• ICT including keyboarding skills;</li> <li>• Writing agendas and accurate concise minutes;</li> <li>• Organising their time and working to deadlines;</li> <li>• Organising meetings;</li> <li>• Record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners;</li> <li>• Using the internet to access relevant information;</li> <li>• Knowledge of Governing Body procedures;</li> <li>• Knowledge of education legislation, guidance and legal requirements;</li> <li>• Knowledge of the respective roles and responsibilities of the Governing Body, the Executive Headteacher, the Head of School and the DfE.</li> <li>• Knowledge of Equal Opportunities and Human Rights legislation;</li> <li>• Knowledge of Data Protection legislation</li> </ul> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> |
| 2 | <b>Qualifications and training</b>     | <p>The Clerk should:</p> <ul style="list-style-type: none"> <li>• Be able to demonstrate a willingness to attend appropriate training and development;</li> <li>• Have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>E</p>                            | <p>D</p>                                                                         |
| 3 | <b>Experience</b>                      | <p>The Clerk should be able to produce evidence of:</p> <ul style="list-style-type: none"> <li>• Relevant personal and professional development;</li> <li>• Working in an environment where experiences included taking initiative and self-motivation;</li> <li>• Working as member of a team.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                     | <p>D</p> <p>D</p> <p>D</p>                                                       |



|   |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                |  |
|---|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|--|
| 4 | <b>Personal attributes</b>  | <p>The Clerk should:</p> <ul style="list-style-type: none"> <li>• Be a person of integrity;</li> <li>• Be able to maintain confidentiality;</li> <li>• Be able to remain impartial;</li> <li>• Have a flexible approach to working hours;</li> <li>• Have good interpersonal skills.</li> <li>• Have a positive attitude to personal development and training;</li> <li>• Be sympathetic to the needs of others;</li> <li>• Have an openness to learning and change;</li> </ul> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> |  |
| 5 | <b>Special Requirements</b> | <p>The Clerk should:</p> <ul style="list-style-type: none"> <li>• Be able to work at times convenient to the Governing Body, including evening meetings;</li> <li>• Be able to travel to meetings;</li> <li>• Be available to be contacted at mutually agreed times.</li> </ul>                                                                                                                                                                                                 | <p>E</p> <p>E</p> <p>E</p>                                     |  |

All trust employees are expected to be fully committed to the ethos and aims of the schools and trust. In return, the trust offers a highly supportive environment with a strong focus on staff wellbeing including an Employee Assistance Programme, available to all staff.

To find out more about us we recommend you look at our website

<https://www.lumero.org/> and, of course, you are most welcome to reach out if you have any questions about the role. Please contact Monique Manley, Governance Lead, via: [HR@lumero.org](mailto:HR@lumero.org)

### **Safeguarding and Equal Opportunities**

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment for post is subject to a satisfactory Enhanced Disclosure and Barring Service check as well as references.

Lumero Educational Trust is committed to promoting and building a diverse and inclusive climate by extending diversity and inclusive awareness throughout our community. We aim to build and sustain a diverse and inclusive community where all individuals are appreciated and respected.

Lumero Educational Trust is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.



## **Applications**

We are looking forward to receiving your application. Please apply, preferably online, using the Lumero Application Form, Job Description and Person Specification. Please note that we cannot accept CVs and that references will normally be taken up before the interview. Furthermore, please be aware that we will carry out a soft digital search for all candidates ahead of their interview. Applications should be emailed to [HR@Lumero.org](mailto:HR@Lumero.org)

**We are an equal opportunities employer and are committed to fostering a diverse, inclusive culture. We particularly encourage applications from candidates from backgrounds currently underrepresented in our staff body.**

## **Application Process**

### **How to apply**

Applicants should complete the application form and submit it to [HR@lumero.org](mailto:HR@lumero.org) by 9am on Monday 2<sup>nd</sup> November 2026.

### **Interview Process**

Candidates will be shortlisted, and successful candidates will be interviewed early November TBD.

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive a phone call followed by an email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will
  - have an opportunity to meet with staff.
  - be expected to conduct a number of tasks to test areas required as per the person specification.
  - attend a panel interview.



## **Pre-employment Checks**

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered "spent".

The successful applicant will also be required to:

- Provide details of two referees who know them in a professional capacity. It is policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

## **Policy on Equal Opportunities**

The Trust is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Send your completed application form by email (if downloaded from our website) or through the post to:

### **Lumero Educational Trust**

The HR Department  
Human Resources  
Bullers Wood School  
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ  
[HR@lumero.org](mailto:HR@lumero.org)



## **Lumero Educational Trust**

### **Registered Office:**

St Nicolas Lane  
Logs Hill  
Chislehurst  
Kent BR7 5LJ

Tel: 020 8467 2280

Email: [enquiries@lumero.org](mailto:enquiries@lumero.org)

Website: [www.lumero.org](http://www.lumero.org)

