

Camden Learning, Governor Services
Clerk to Governors/Governance Professional (Sessional)

Camden Learning is seeking experienced Education Governance Professionals to join our established boroughwide service. This is a flexible, sessional opportunity to support governing boards across Camden, working alongside Chairs, Headteachers and senior leaders.

We are seeking governance professionals who can provide clear procedural advice, ensure compliant administration, maintain statutory records, and produce robust minutes that accurately capture discussion, challenge and decision-making, (within the context of complaint and permanent exclusion panel hearings as well as FGB and committee meetings).

As a Governance Professional, you will play a key role in ensuring governing boards operate effectively, lawfully and strategically. You will bring sound judgement, professional confidence and a strong understanding of governance processes to every meeting you support.

The role

You will:

- clerk governing board and committee meetings (virtually or in person)
- provide accurate, proportionate procedural advice during meetings
- work with Chairs and senior leaders to prepare agendas and ensure effective and compliant governance administration
- produce clear, professional minutes within agreed timescales, forming part of the school's statutory record
- maintain appropriate governance documentation and records in line with statutory and service expectations
- support panels and hearings (e.g. complaints, permanent exclusions), ensuring proceedings are accurately recorded and procedurally robust

This role requires individuals who are confident operating in a governance environment and can support decision-making with professionalism, independence and integrity.

What we're looking for

Essential:

- Demonstrable experience as an Education Governance Professional/Clerk
- Strong minute-taking skills, able to produce accurate, concise and defensible records
- Confidence in providing procedural advice to Chairs and boards
- Excellent organisational skills and ability to meet deadlines
- High levels of discretion and professionalism
- Confident using digital platforms (e.g. GovernorHub, MS Teams)

Desirable:

- Experience clerking panels/hearings (complaints, permanent exclusions, staff discipline)
- Relevant clerking or governance qualification, or equivalent experience

What we offer:

- Flexible, sessional working

- A high-quality, boroughwide, quality-assured service
- Professional support, induction and ongoing CPD
- Access to Camden Learning's governance networks and resources

Rates of pay:

- Primary and Special Schools: £310 per meeting
- Secondary Schools: £365 per meeting

Application process

To apply, please submit:

- Your CV and covering letter to clerkingservices@camdenlearning.org.uk

Please note:

- Only shortlisted candidates will be contacted
- Shortlisted candidates will be required to submit:
 - an anonymised set of minutes from a board/committee meeting
 - an anonymised set of minutes from a panel/hearing (e.g. complaint or permanent exclusion)

Applications should be sent to: clerkingservices@camdenlearning.org.uk