



St Thomas
Catholic Academies Trust

Candidate brief for the position of
**Governance Professional (Clerk) to the Local
Academy Committee**

Clerking opportunities across Slough,
Aylesbury and Chalfont

Application deadline: 25 September 2026, 12 pm

Suitable candidates will be interviewed before the closing date and St Thomas Catholic Academies Trust reserves the right to withdraw the position if early appointment is made.



*"The glory of God is a human being **fully alive!**"*

Dear Applicant

Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, St Thomas Catholic Academies Trust, the role and the person(s) we are looking for.

St Thomas Catholic Academies Trust is a family of 18 Catholic schools serving communities across Luton, Central Bedfordshire, Buckinghamshire and Slough as part of the Diocese of Northampton.

We are united by a shared mission and a commitment to delivering high-quality Catholic education. Our schools are rooted in the belief that education is about forming the whole person – developing mind, body and spirit.

Our ambition is not simply to be good, but to ensure that every school is a school of choice for the communities it serve.

As Governance Lead, I am pleased to invite applications for the role of Governance Professional within our Catholic Multi-Academy Trust, where governance is integral to both our strategic effectiveness and our shared mission. Rooted in our Catholic ethos, our Trust is guided by Gospel values, placing dignity, service, and the common good at the heart of all we do. We are committed to maintaining the highest standards of governance, ensuring that our Board and its committees are well-supported and equipped to make informed, transparent decisions that serve our pupils, families, and wider communities. The Governance Professional plays a pivotal role in upholding this, providing professional advice on governance, ensuring compliance with statutory and canonical expectations, and nurturing a culture of integrity, accountability, and respectful challenge. This is a rewarding opportunity to contribute to a values-driven organisation where strong governance enables our mission of delivering excellence in Catholic education.

This is a fantastic opportunity for an enthusiastic and dedicated individual to join our team and make a meaningful difference to the lives of our students, supporting and shaping their future.

These roles are available from September, with vacancies across five of our schools. We welcome flexible applications and are happy to tailor the opportunity to suit the successful candidate(s) preferences, including location and number of schools.

We very much look forward to hearing from you.

Yours sincerely

Maxine Gilmartin
Lead Governance Professional

Our schools

St Thomas Catholic Academies Trust Schools



Luton



Cardinal Newman
Catholic School



Sacred Heart
Primary School



St Joseph's
Catholic Primary School



St Margaret of Scotland
Catholic Primary School



St Martin De Porres
Catholic Primary School



St Mary's
Catholic Primary School



St Vincent's
Catholic Primary School

Slough



Holy Family
Catholic Primary School



St Anthony's
Catholic Primary School



St Ethelbert's
Catholic Primary School & Nursery



St Joseph's
Catholic High School

Buckinghamshire



Our Lady's
Catholic Primary School



St Edward's
Catholic Junior School



St Joseph's
Catholic Infant School



St Joseph's
Catholic Primary School



St Louis
Catholic Primary School



St Michael's
Catholic School



St Peter's
Catholic Primary School

Governance Professional (Clerk) to the Local Academy Committee

Applications close 25 September 2026, 12 pm

Start Date: To be agreed

Working Pattern: Allocated half a day per Local Academy Committee, term time

Location: Home based with travel to school for meetings

Salary: FTE £32,061.00 to £34,434.00 (£16.62 to £17.85 per hour)

INTRODUCTION

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 governance professionals. The main focus of work will be to provide a full clerking service to the Governors of Local Academy Committees, ensuring adherence to relevant legislation. This role will be clerking to Committees with significant strategic insight and authority and the governance professional will need to demonstrate absolute commitment to confidentiality. An AI tool is used for minute-taking.

The role will sit within the clerking team with primary duties aligned to the Local Academy Committees that are covered by the postholder.

For each Committee covered by the postholder, half a day (3.5 hours) will be allocated weekly term time. If the postholder covers more than one Committee, then the hours will be adjusted accordingly. Evening availability will be required for meetings but flexible home working is allowed for all other hours worked.

Interview date: tbc

Applications

If you would like to discuss the role in more depth please contact Maxine Gilmartin (Lead Governance Professional) at mgilmartin@stcat.co.uk.

Job Description and Job Specification

Governance Professional (Clerk) to the Local Academy Committee

1. Organising meetings, hearings and appeals
▪ working with others to prepare agendas ▪ convening meetings and distributing papers ▪ overseeing election of officers ▪ recording attendance/apologies ▪ following up non-attendance ▪ taking minutes, either in full or via the AI minute-taking platform ▪ circulating draft and approved minutes ▪ following up on agreed action points
2. Providing advice and guidance
▪ advising on legal duties and governing practice ▪ advising on constitutional requirements ▪ advising on LAC procedures ▪ advising on statutory guidance and policies ▪ advising on annual tasks and decisions ▪ advising on governor CPD ▪ accessing external advice as appropriate ▪ supporting issue resolution
3. Administration and record keeping
▪ maintaining membership records ▪ maintaining governing documents such as terms of reference and approved minutes ▪ maintaining a record of LAC training ▪ maintaining records of LAC correspondence ▪ maintaining governance communication portal ▪ drafting correspondence on behalf of the LAC
4. Maintaining relationships and communication
▪ maintaining professional working relationships with the chair, the LAC and school leaders ▪ communicating on LAC matters outside of meetings ▪ where appropriate, liaising on behalf of the LAC (such as for external reviews of governance)
5. Ensuring compliance
▪ ensuring meetings are quorate ▪ overseeing the review of required policies ▪ publication of governance information on school websites ▪ advising on data protection requirements ▪ overseeing LAC recruitment processes ▪ co-ordinating safeguarding checks on LAC members ▪ monitoring eligibility of LAC members to serve including on committees ▪ notifying disqualifications, expiry of office etc

6. Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Keep up to date with current educational developments and legislation affected Academy governance.
- Participate in regular performance management.

Person Specification

Governance Professional (Clerk) to the Local Academy Committee

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

(A governance background is desirable for this role, however, we will consider applicants with a secretarial or other administrative background who wish to move into governance. Training will be provided.

1	Skills, knowledge and aptitudes	The Governance Professional should be able to provide evidence of the following: • Good listening, oracy and literacy skills; • ICT including keyboarding skills; • Writing agendas and accurate concise minutes; • Organising their time and working to deadlines; • Organising meetings; • Record keeping, information retrieval and dissemination of governing body data/ documentation, to the local academy committee and relevant partners; • Using the internet to access relevant information; • Knowledge of governing body procedures; • Knowledge of education legislation, guidance and legal requirements; • Knowledge of the respective roles and responsibilities of the governing body, the Headteacher and the DFE; • Knowledge of Data Protection legislation	E E E E E E E	 D D D D
2	Qualifications and training	The Governance Professional should: • Be able to demonstrate a willingness to attend appropriate training and development;	E	

		Have already attended or make a commitment to attend the National Training Programme for Clerks or the NGA Governance Professional Career Pathway (or equivalent)		D
3	Experience	The Governance Professional should be able to produce evidence of: - Relevant personal and professional development; - Working in an environment where experiences included taking initiatives and self-motivation; - Working as a team member	E E E	
4	Personal attributes	The Governance Professional should: - Be a person of integrity; - Be able to maintain confidentiality; - Be able to remain impartial; - Have a flexible approach to working hours; - Have good interpersonal skills; - Have a positive attitude to personal development and training; - Be sympathetic to the needs of others; - Have an openness to learning and change	E E E E E E E E	
5	Special Requirements	The Governance Professional should: - Be able to work at times convenient to the Governing Body, including evening meetings; - Be able to travel to meetings; - Be available to be contacted at mutually agreed times	E E E	

All Trust employees are expected to be fully committed to the ethos and aims of the schools and Trust.

To find out more about us we recommend you look at our website: www.stcat.co.uk and, of course, you are most welcome to reach out if you have any questions about the role. Please contact Maxine Gilmartin, Governance Lead, via admin@stcat.co.uk

Safeguarding and Equal Opportunities

St Thomas Catholic Academies 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.

St Thomas Catholic Academies Trust is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position.