

# Governance Professional

This post is required on a part-time, as and when required basis.  
Estimated in the region of 200 hours per year.

**Pay:** AGS Band F Point 22: £17.47 per hour **plus** 12.07% holiday  
pay = **£19.58 per hour** (2025-26 pay scales).

As a guide, 200 hours + holiday pay = £19.58 x 200 hours =  
**£3,916 per annum.**

Autumn 2025



# Welcome from the Chair

Thank you for your interest in the role of **Governance Professional (Clerk to the Governors)** at Alcester Grammar School. As Chair of Governors, I'm delighted that you're considering joining us.

Alcester Grammar is a vibrant, high-achieving school with a proud tradition of academic excellence, inclusivity, and a strong sense of community. Our dedicated staff, ambitious students, and supportive families make it a truly special place to learn and grow.

The Governance Professional plays a vital role in supporting the Governing Body, ensuring that our work is well organised, compliant, and effective. This key role provides high-quality advice and administrative support to enable strong governance and help the Board deliver the very best outcomes for every student.

You'll be working closely with me as Chair, the Principal, and our trustees, contributing to the smooth running of meetings and the overall effectiveness of governance at the school.

If you'd like to learn more—or simply wish to discuss the role before submitting an application—please don't hesitate to contact me at [c.cockbill@alcestergs.com](mailto:c.cockbill@alcestergs.com)



Warm regards,  
Clare Cockbill - Chair of Governors



'Alcester Grammar School is a thriving and happy place' (Ofsted 2022)



# Learning at AGS

AGS is a unique and special place to learn. We take a holistic view of learning, emphasising the rewards of deep understanding of the subject, instilling a love of learning and its challenges. Our curriculum is knowledge rich, however we are equally committed to the development of specific learning skills, as shown in our definition of an 'Engaged AGS Learner'.

Our vision is to give each of our students the best possible future, and our curriculum is at the heart of this ambition. More information on our KS3 and KS4 curriculum can be found [here](#), whilst details of our 6th Form curriculum can be found [here](#).

At AGS we ask staff as well as students to be 'life-long learners', hence our commitment to bespoke CPD for all staff.

**'Pupils love learning. They benefit from an exceptional curriculum'**  
(Ofsted 2022)



# Pastoral at AGS

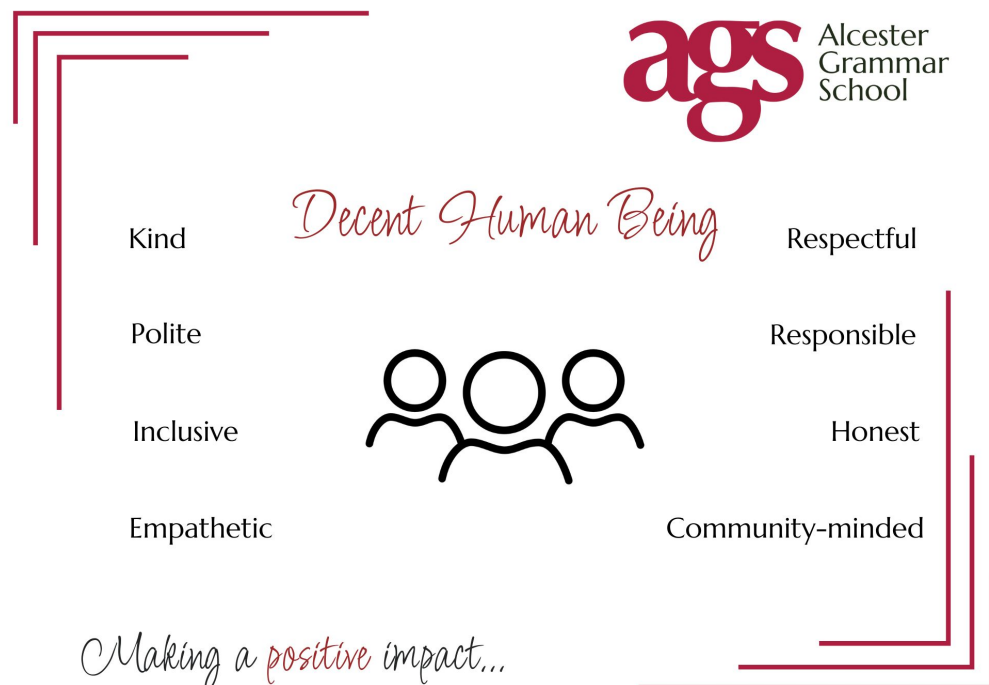
Pastoral care at AGS is second to none. Students are well supported by both the 7-11 and 6th Form Hubs - and all teaching staff pay a vital role as a Form Tutor.

A key part of what makes AGS special is our commitment to developing 'DHBs' - Decent Human Beings. As a school we have recently worked to define this, as shown opposite. These traits are the focus of a strong assembly programme, that also aims to link seamlessly with our PSHE, Life Programme in the 6th Form and excellent Careers provision.

At AGS we are a fully inclusive school - Ofsted recently noted that pupils 'treat everyone with courtesy and respect those with different lifestyles and backgrounds. Pupils have a strong understanding of equality, diversity and inclusion. They accept that individuals can be themselves'.

Student voice is important at AGS; the Student Senate meet half termly to feed back to SLT.

**'Pupils' behaviour is exemplary' (Ofsted 2022)**



# Opportunities at AGS



AGS offers a wide variety of extra and super-curricular opportunities beyond the classroom. We believe that all our students should have the opportunity to develop new skills and find different interests and hobbies. Taking part in clubs is also a wonderful way to make new friends and have fun with others who share similar interests.

Students are able to take part in a wide range of sports, music and drama opportunities as well as variety of co-curricular and fun clubs and societies. These are led by staff in their specific field of expertise and/or interest area and a number of clubs are also initiated and run by our students themselves.

There are a significant number of international trips providing opportunities for staff to work with our curious and committed students in new and creative ways.

**‘Pupils welcome opportunities to extend their experiences wherever possible’ (Ofsted 2022)**

# The Governance Professional Role

## Purpose of role

Academy trust governance professionals are responsible for overseeing all aspects of governance effectiveness, and compliance within the school, ensuring governance adheres to good practice and meets all statutory and regulatory requirements. This is achieved by:

- supporting the efficient and effective operation of the trust board and its committees
  - ensuring governance at all levels is carrying out its functions
  - leading on the development of the trust's governance framework and driving improvements to its systems, processes and structures
  - managing and coordinating the delivery and ongoing improvement of governance support
  - establishing procedures for the sound governance of the academy
  - ensuring board meetings and committee meetings are efficient and effective and properly recorded
  - providing support so that annual company reports are compliant with both financial and legal requirements
  - providing advice to directors and board members on constitutional and procedural matters
  - communicating with other professionals (eg lawyers and auditors) and stakeholders (eg students, parents, and the wider public)
  - keeping up to date with policy, legal and statutory requirements and managing information effectively
  - communicating board decisions and ensuring actions are implemented by those required to undertake them, reporting back as necessary
  - satisfying all aspects of meeting compliance as stipulated in the trust's articles of association, the Academies Financial Handbook, Company law and Charity Commission guidance, and in accordance with arrangements agreed by the board of trustees
  - maintaining the confidentiality and the security of information and documents as required
  - notifying relevant authorities of any changes to membership
  - reviewing the academy's articles of association, proposing and implementing changes as appropriate
  - maintaining a record of attendance at meetings and training sessions by members, directors, governors, trustees and governance professionals
  - ensuring systems and controls are in place to comply with obligations under data protection legislation, safeguarding guidelines and health and safety legislation
- Provide advice and guidance on:**
- any changes to the board's responsibilities as a result of a change in school status or changes in relevant legislation
  - compliance with education legislation, funding agreements, charity legislation, company law and other relevant legislation and regulations
  - risk management process and framework

**'Governors know the school very well and visit regularly' (Ofsted 2022)**



# The Governance Professional Role



## Main duties and responsibilities

### Effective organisation and administration of trust board meetings

The person appointed will clerk meetings of the trust board and its committees, ensuring these enable the successful delivery of strategic objectives. As such, they have a key role in:

- keeping the board focused on its core strategic priorities
- working with CoG and Principal to set the cycle of trust board and committee meetings and to prepare focused agendas
- ensuring all meetings are inclusive and well structured
- satisfying all aspects of meeting compliance as stipulated in the trust's articles of association and the Academies Financial Handbook, and in accordance with arrangements agreed by the board of trustees

### Advice and guidance

As well as acting as the main point of contact for all queries relating to governance within the trust, proactively update those governing by providing advice and guidance on:

- the respective roles of members, trustees and academy committee members as required, including their duty to maintain the highest professional standards of conduct and ethics
- strategic leadership responsibilities
- best practice in academy trust governance, particularly in relation to committee structures
- the application of policies, procedures and relevant legislation/guidance

**'Governors know the school very well and visit regularly' (Ofsted 2022)**

# The Governance Professional Role



## Manage statutory information and governance documentation

Governance professionals should act as gatekeepers for information and documentation that clearly details the trust's governance arrangements and satisfies other statutory requirements, including (but not limited to):

- maintaining appropriate records of FGB and academy committee membership, along with any terms of reference
- in conjunction with the Principal, maintaining a school policy register and advising on the policy review and approval cycle
- ensuring copies of statutory policies and other statutory documents such as the register of interests are published as agreed (eg on the school website) and in line with statutory requirements
- developing school documents such as a governance code of conduct and skills matrix
- ensuring that governance-specific risks are included in the trust's risk register
- supporting the production of the annual report and governance statement published with the trust's annual accounts
- managing the flow of information between the FGB, academy committees and members, maintaining an up-to-date record of academy committee business
- maintaining the trust's online governance portal or equivalent

**'Governors know the school very well and visit regularly' (Ofsted 2022)**



# The Governance Professional Role



## Oversee governance membership and structure

In order to ensure the efficiency and effectiveness of the trust's governance framework, governance professionals are responsible for:

- ensuring the trust board and its committees are properly constituted
- advising the trust board on succession planning
- supporting the trust board in developing effective and inclusive recruitment practices which promote diversity
- overseeing member, trustee and academy committee member recruitment as required, advising on election and appointment procedures
- developing an induction process for those governing

## People and relationships

Governance professionals develop and maintain productive working relationships whilst maintaining independence by:

- working collaboratively with other key trust functions, including senior leadership so that governance supports and enables the operational delivery of strategic objectives
- working closely with the chair of trustees and committee chairs to ensure strong links between the trust board and members
- maintaining effective communications with relevant stakeholders such as the local authority

**'Governors know the school very well and visit regularly' (Ofsted 2022)**

# The Governance Professional Role

## Evaluation and development

In contributing to rigorous and effective methods of self-review across the trust, governance professionals are responsible for:

- coordinating the design and review of professional development plans for the chair of trustees and committee chairs
- coordinating a programme of regular evaluation of the quality of governance, including skills audits and individual reviews for those governing
- coordinating annual completion of the school resource management self-assessment tool
- supporting the commissioning of external reviews of governance
- developing and implementing a training programme for those governing

## Personal development

The clerking competency framework supports individuals in assessing their own practice, skills and knowledge and identifying their development needs. Continuing professional development in the role of governance professional should include:

- liaising with relevant professional organisations and networks
- undertaking regular training including the pursuit of professionally recognised qualifications
- keeping abreast of policy developments affecting academy trust governance
- participating in regular performance management, led by the chair of the board of trustees

## Other duties

Governance professionals may also be asked to undertake the following duties:

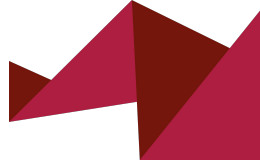
- act as clerk to the members at general meetings
- source or provide clerking cover during times of absence
- clerk panels as required

# How to apply...

- To apply, please complete the My New Term Application Form using the Supporting Statement section of the form to detail your suitability for the role, how your knowledge, experience and training meet the person specification.
- Applications close at 8am on **5th November 2025.**
- Thank you for your interest in the role. If you would like to talk through the role prior to application, then please do not hesitate to contact me at [c.cockbill@alcestergs.com](mailto:c.cockbill@alcestergs.com).



# Safeguarding and Equal Opportunities



## Safeguarding

Alcester Grammar School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.



## Equal Opportunities

Alcester Grammar School is committed to developing a culture of inclusion in our school for the benefit of all staff, pupils and governors. We believe that all staff should thrive irrespective of race, religious beliefs, disability, gender, gender identity, and sexual orientation. We recognise and respect values and difference and we work to remove any barriers which inhibit the development of people, including recruitment and retention.

‘Pupils feel safe here’ (Ofsted 2022)





Should you have any questions or queries regarding this position, please do not hesitate to contact:

Clare Cockbill  
[c.cockbill@alcestergs.com](mailto:c.cockbill@alcestergs.com)