

## CLERK TO TRUSTEES

**Start date:** September 2025  
**Location:** Cobham, Surrey  
**Contract:** Zero hours or self- employed contractual basis  
**Hours:** In person - circa 22 hours; plus administration - circa 65 hours per year (term time)  
**Salary:** £15-20 per hour

**Closing Date: 10th July 2025**

*Early applications are preferred and the school reserves the right to make an early appointment.*

### About the Role

We are seeking an organised and reliable Clerk to support our Trust Body.

Working effectively with the Chair of Trustees, the Executive Head Teacher and other Trustees, the Clerk will be responsible for advising the Trustee Body on regulatory and procedural matters, ensuring the smooth running of meetings and maintaining accurate records.

This is a flexible, part-time role with circa 11 meetings held annually (term time) in-person at the school. Most meetings are held in the evenings, with some being held in the school day.

### Key Responsibilities:

- Produce, collate and distribute agendas and papers to ensure Trustees receive them within the agreed timescale;
- Attend meetings and take accurate and objective minutes with timescales for action;
- Submit draft minutes for amendment/approval and circulate approved documents;
- Maintain records of Trust body membership, attendance, and terms of office;
- Ensure compliance with relevant regulations and maintain confidentiality at all times;
- Provide procedural advice to the Trust body as required;
- Deal with the administration concerning new Trustee appointments;
- Initiate a welcome pack/letter to be sent to newly appointed Trustees, including details of terms of office;
- Monitor the dedicated email address regularly and respond/forward emails as appropriate;
- Provide a point of contact for communications to the Chair of Trustees and liaise with parents as appropriate.

### PERSON SPECIFICATION

#### Education and training

No specific qualifications are required, but a good standard of general education is essential.

#### Abilities and skills

- Excellent organisational and time-management skills.
- Strong written and verbal communication.
- Ability to maintain confidentiality and impartiality.
- Knowledge of school governance regulations (or willingness to undergo training).
- Proficiency in using email, Google suite software, and online meeting platforms.



To apply, please contact Sonya Davies, [jobs@cobhamfreeschool.org.uk](mailto:jobs@cobhamfreeschool.org.uk). Informal enquiries welcome on the same email address.

**Cobham Free School is committed to ensuring the safety of children and young people.**

**This post is subject to an enhanced Disclosure and Barring Service and other employment checks.**