



CHATHAM & CLARENDON GRAMMAR SCHOOL



Staff Application Pack Clerk to Trustees

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Welcome from the Headteacher and Chair of Trustees

Thank you for your interest in joining Chatham & Clarendon Grammar School as our Clerk to Trustees.

Effective governance is vital to the success of our school. The Board of Trustees plays a crucial role in setting strategic direction, ensuring financial accountability, and holding executive leadership to account. To achieve this, the Board relies on independent, high-quality advice and administrative support from our Clerk.

At Chatham & Clarendon Grammar School, we are proud of our school, our pupils and our staff, and we are committed to providing a safe, supportive and ambitious environment in which everyone can thrive. We are pleased that you are considering applying for this role and hope the information in this pack helps you decide whether this is the right opportunity for you.

Applications should be submitted via Kent Teach - [Chatham & Clarendon Grammar School, Ramsgate](#)

Chatham & Clarendon Grammar School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

The successful candidate will be subject to appropriate pre-employment checks, which may include an enhanced DBS check, children's barred list check where applicable, verification of identity, right to work in the UK, qualifications, employment history, health clearance, references and, for teaching posts, teacher status and prohibition checks. Other checks may be required depending on the nature of the role.

As part of our safer recruitment process, shortlisted candidates may be subject to an online search as part of our due diligence. This may help us identify any incidents or issues that are publicly available online and which we may wish to explore with the candidate at interview.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore required to disclose relevant convictions, cautions, reprimands and final warnings that are not protected or filtered under current guidance. Providing false or misleading information may result in an application being disqualified or, if appointed, may lead to dismissal.

References will usually be requested before interview, where possible. Referees should be able to comment on your professional suitability for the post. One referee should be your current or most recent employer, and references must be provided by someone with appropriate authority.

Should you have any further questions regarding the recruitment process, please email Mark Baker-Milner, HR & Payroll Manager on mbaker@ccgrammarschool.co.uk.

Thank you again for your interest in our school. We wish you every success with your application.

Ben Chidwick
Headteacher



John Waker
Chair of Trustees

The Chatham and Clarendon Way

There are many elements that make our school traditionally unique, and one thing that we all hold dear is the wider development that our youngsters receive, helping them to become well rounded young adults who are prepared for life in the modern world.

As an extension of our existing vision, values and learning ethos, we nurture the development of important intellectual, moral, civic and performance character values that align with our current practice in an easy to articulate 'Chatham & Clarendon Way'.

A Chatham & Clarendon student:

- Does the right thing, not because they are told or because they are watched, but because it is right
- Is kind and courteous- they hold doors and support each other
- Greets everyone with a hello, good morning or good afternoon
- Approaches subjects with an open mind and intellectual curiosity
- Accepts the consequences of their actions
- Takes collective responsibility for the school environment
- Represents the house system and the school with pride
- Embraces opportunities outside the classroom
- Shows autonomy and takes a proactive approach to opportunities and challenges
- Demonstrates resilience by learning from setbacks and persevering when faced with challenges
- Enjoys the intrinsic rewards of doing well and celebrates their achievements
- Makes eye contact, and speaks clearly and politely
- Is a strong ambassador for the school in how they behave, communicate and help others in the wider community
- Is committed to achieving their very best

This is the Chatham & Clarendon way

Chatham Street, Ramsgate, Kent, CT11 7PS

Phone: 01843 591075 Email: loweroffice@ccgrammarschool.co.uk

Why work for us

Competitive salaries

We offer competitive salaries for both teaching and non-teaching staff based on the type and level of role you do with automatic pay progression for main scale teachers. Pay ranges are reviewed annually with our recognised unions.

Pension Scheme

All contracted members of staff that meet the required earnings threshold will be automatically enrolled into a career-average pension scheme with either the Teachers' Pension Scheme or the Local Government Pension Scheme. You don't pay tax or National Insurance on your contributions and the school make a generous employers contribution.

Professional Development

We are committed to investing in our staff and offer a range of professional development opportunities to support career progression, build skills, and enable colleagues to reach their full potential.

Job Description

Job Title	Clerk to Trustees
Closing Date	Friday 2 nd October 2026
Salary	Band 8 Point 24 £30,291 prorated £8,306.62
Contract Type	Permanent
Working Hours	12 Hours per week term time only
Location	Chatham and Clarendon Grammar School
Reporting To	Chair of Trustees

Job Purpose

To provide high-quality independent administrative, governance, and advisory support to the Board of Trustees, ensuring the school as a Single Academy Trust (SAT) operates in full accordance with its legal, regulatory, and constitutional obligations. The Clerk to Trustees acts as an independent advisor to the Board, coordinating meetings, preparing and maintaining accurate records and managing governance documentation. This role ensures the trust meets all requirements set out by the Department for education (DfE), company law, charity law and the trust's articles of association.

Key responsibilities

Working under the direction of the Chair of Trustees, you will help provide a high-quality support to the Trustees and The Board. The role will include:

- Provide professional advice and guidance to Trustees on governance matters, policies, procedures, statutory responsibilities and legal obligations.
- Ensure the Board operates in accordance with the DfE Academy Trust Handbook (ATH), the Governance handbook, charity law, company law and the trust's Articles of Association and other relevant items.
- Locate, check and apply up to date guidance from official sources (eg charity law and trust policies) to support effective decision making.
- Advise the board when an issue is outside a governance professional's expertise and requires referral for external specialist advice (such legal, HR or financial advice).
- Collate, quality-check, and distribute meeting papers within agreed timescales.
- Attend Board and committee meetings and provide administrative support throughout.
- Arrange hearing and appeal meetings as required.
- Produce accurate, clear, and concise minutes that reflect discussions, decisions, and agreed actions in line with legal and regulatory standards. Track actions from meetings and follow up with responsible parties to ensure completion.
- Coordinate with the Business Manager to maintain up to date statutory registers, including the Register of Business and Pecuniary Interests, declarations of eligibility and Fit and Proper Person checks for trustees and members.
- Supporting the annual governance cycle including managing the annual meeting calendar, skills audit, trustees' terms of office, trustee recruitment and policy review schedules.
- Oversee the onboarding and induction process for new trustees and work with Training Trustee to maintain accurate record of training and CPD.
- Manage confidential correspondence and sensitive information with complete discretion and integrity.

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Person Specification

Area	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Application Certification Interview References
Qualifications	- GCSE Grade C/4 or above (or equivalent) in English and Maths. - Relevant administrative, business or office management qualification or equivalent experience.	Formal clerk or governance training/accreditation (e.g. NGA or CGI qualification)	Application Certification

Area	Essential	Desirable	Method of assessment
Skills, knowledge and experience	• Strong IT skills, including proficiency in Microsoft office 365 applications. • Experience in an administrative or secretarial role supporting a committee or board. • Outstanding written communication skills, with a clear ability to take accurate minutes of complex meetings. • Highly organised and methodical, with strong time management to manage priorities, meet strict deadlines and prepare board papers. • Excellent verbal communication skills with confidence to interact professionally with trustees, school leaders and external stakeholders. • High level of discretion diplomacy and integrity when handling sensitive information. • Baseline awareness of GDPR and secure handling of confidential board information. • Good judgement to know when to answer a query directly, when to refer an issue back to senior leaders or policies and when to advise the Board to seek external legal or expert advice.	• Prior experience working within an educational setting or academy trust. • Working knowledge of academy trust governance structures, the DfE Academy Trust Handbook, Articles of Association and company/charity law basics. • Experience filing statutory returns (e.g. Companies House) or updating official databases (e.g DfE GIAS). • Understands the line between running the school day-to-day and governing it at a strategic level.	Application Interview References

Area	Essential	Desirable	Method of assessment
Character	• Able to build effective and positive working relationships with Trustees, Senior Leadership and external bodies • Tenacious and comfortable in ensuring the Trustees and Senior Leaders provide information to agreed timelines. • Proactive, self-motivated and comfortable working independently using initiative. • Flexibility to work outside standard school hours to prepare for and attend evening Trustees and Committee meetings. • Committed to the seven principles of public life. • Committed to safeguarding and promoting the welfare of children and young people • Willingness and commitment undertaking formal clerking CPD and governance training.		Application Interview References

- Applications should be submitted via Kent Teach - [Chatham & Clarendon Grammar School, Ramsgate](#), please visit or contact Mark Baker-Milner on mbaker@ccgrammarschool.co.uk for further information.
- Early applications are encouraged, as we reserve the right to close the vacancy before the advertised closing date if a suitable candidate is found.

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