**Branston Junior Academy Vacancy**

Title of job: Clerk to the Governors (Permanent post)

Hours: 2.5 hours per week, all year round.

Grade: G4.11

Salary: FTE £25,909; £1,751 (pro rata)

Start date: Monday 22nd September 2025

Closing date for applications: Tuesday 3rd September 2025

Shortlisting date: Wednesday 3rd September 2025

Interview date: Monday 8th September 2025

Branston Junior Academy is seeking to appoint a**Clerk to the Governors** to provide advice and effective administrative support to the Chair of Governors and the Governing Body from September 2025.

The Clerk will ideally have knowledge and/or experience of governance and governing body procedures in a Single Academy Trust.

The ideal candidate will be reliable, confident, well organised with excellent communication and interpersonal skills, and have an interest in and ideally experience of school governance. Competency in ICT skills is essential.

The School's Governing Body meets in person approximately 6 times throughout the academic year with the Finance, Audit & Risk Committee also meeting approximately 6 times via online meetings. All meetings take place in the evening.

**Main responsibilities will include:**
• Clerk meetings and panels.
• Putting agendas and relevant documents onto the GovernorHub portal prior to and after meetings.
• Attend the meetings to take minutes and distribute these afterwards via GovernorHub.
• Provide advice to the governing body on governance and procedural matters.
• Maintain and update the <https://get-information-schools.service.gov.uk/> governor section.

**Please see the full job description for further details of this role.**

**Benefits:**
• Hybrid working – other than attending the meetings in school, this position can offer homeworking.
• Access to Local Government Pension Scheme.
• The opportunity to be part of a highly supportive and ambitious team/school.
• Commitment to employee Health and Wellbeing including complimentary Wellbeing Support Programme.

To obtain an application form, please visit our website [www.branstonjunioracademy.co.uk/about-us/job-vacancies/](http://www.branstonjunioracademy.co.uk/about-us/job-vacancies/)

Completed application forms should be sent to Mrs Houlden, Business Manager at MrsHoulden@branstonjunioracademy.co.uk

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

Our school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This post is subject to enhanced Disclosure and Barring Service, barred list check, references and medical checks.  Pre-employment checks are in line with Keeping Children Safe in Education.

We want our workforce to reflect the make-up of our community that we serve and therefore welcome all applications irrespective of gender, ethnic origin, belief, sexual orientation, age or disability.

Candidates are advised to write their application to the person specification.

Shortlisted candidates will need to verify their eligibility to work in the UK at interview.