



Clerk to the Governing Body – King's Academy College Park Permanent

JOB TITLE:	Clerk to the Governing Body
LOCATION:	King's Academy College Park, Crofton Road, Portsmouth PO2 0NT
REPORTS TO:	Chair of the Governing Body
GRADE:	Pay Band 8 (£35,235 FTE)
CONTRACT TYPE:	Permanent – term time only
HOURS OF WORK:	3.5 hours a week
START DATE:	Monday 3rd March 2025
CLOSING DATE:	Wednesday 29th January 2025

The role of a Clerk in our school involves providing crucial administrative support to the governing body. This includes recording accurate minutes during meetings, preparing and distributing meeting agendas and documents, maintaining precise records of governors' attendance and actions, and offering general administrative assistance. The ideal candidate should possess excellent organisational and communication skills, be adept at minute-taking, and have knowledge of governance procedures in educational settings. This role plays a key part in ensuring the smooth functioning of the governing body and effective communication within the school community.

QUALIFICATIONS

- Experience of working in an administrative capacity at NVQ Level 3 or equivalent.
- Excellent organisational and administrative skills.
- Strong communication and minute-taking abilities.
- Knowledge of governance procedures in educational settings.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level will be required prior to any offer of employment. As part of the check the school will also request information regarding the status of being barred from working with children.

Please complete the [non teacher application form](#) on our website to apply, these can be returned by hand, post or email to recruitment@kingsacademies.uk. For further information, please contact Mrs Kim Green at King's Academy College Park using the email address above.

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found.