



Confidence Resilience and Success

City of Rochester School

Clerk to the Board of Trustees

Post title	Clerk to the Board of Trustees
Reports to	Chair of Trustees
Working relationships	Board of Trustees, Headteacher, senior leaders and relevant school staff
Contract	Part-time; flexible hours across the academic year
Pay	£30 per hour
Meetings	Approximately six scheduled Board meetings each academic year, plus occasional additional meetings as required
Location	City of Rochester School and remote working by agreement

1. Purpose of the role

To provide high-quality, impartial professional and administrative support to the Board of Trustees so that the Board can operate effectively, meet its responsibilities and maintain accurate governance records. The Clerk is accountable to the Board through the Chair of Trustees and works closely with the Headteacher and senior leaders while preserving the independence of the governance function.

2. About City of Rochester School

City of Rochester School is a specialist school for children and young people aged 5-18 with a diagnosis of Autism Spectrum Condition (ASC). The school provides a highly personalised and ambitious curriculum through a therapeutic and nurturing approach. The principles of Confidence, Resilience and Success guide the school's work with pupils, families, staff and partners.

3. Main duties and responsibilities

3.1 Board meetings and administration

- Work with the Chair and appropriate school leaders to agree the annual schedule of Board meetings and support effective forward planning.
- Prepare draft agendas in consultation with the Chair and relevant leaders, taking account of the Board work plan, statutory business, previous minutes and outstanding actions.

- Issue meeting notices, agendas, supporting papers and other information within required or agreed timescales using the school's approved governance systems.
- Receive apologies, advise the Chair of potential quoracy issues and record attendance accurately.
- Attend meetings of the Board and any agreed committees or panels, in person or remotely as required.
- Produce clear, accurate and concise minutes that record key discussion, appropriate challenge, assurance, decisions and agreed actions without attributing comments unnecessarily.
- Submit draft minutes to the Chair promptly and normally within ten school days of a meeting, make agreed amendments and circulate the approved draft through the agreed system.
- Maintain an action log and follow up agreed actions with the relevant individuals between meetings.

3.2 Governance records and statutory information

- Maintain accurate records of Trustee membership, terms of office, committee membership, attendance, declarations of interest and relevant contact details.
- Maintain the official minutes and governance records securely and ensure that approved information is retained and published where required.
- Support the school to keep statutory governance information up to date, including information required for the school website and relevant external registers.
- Support the administration of Trustee appointments, reappointments, elections and resignations, giving timely reminders when Board action is required.
- Maintain records of committee structures, delegated responsibilities and any limitations on delegation.
- Handle personal, confidential and sensitive information in accordance with data protection requirements and school policies.

3.3 Professional governance advice

- Provide impartial procedural advice to the Chair and Trustees on the Board's constitution, delegated responsibilities, meeting procedures and routine governance matters.
- Keep informed about relevant legislation, statutory guidance and recognised governance practice, and alert the Board to changes or actions that may be required.
- Support effective communication between the Board, Chair, Headteacher and senior leaders while maintaining appropriate professional boundaries.
- Signpost Trustees to suitable induction, training and development opportunities and support governance reviews, skills audits and work planning where required.
- Undertake appropriate continuing professional development to maintain the knowledge and skills required for the role.

3.4 Safeguarding, conduct and wider responsibilities

- Promote and safeguard the welfare of children and young people by following the school's safeguarding and child protection procedures and reporting concerns through the appropriate route.
- Uphold the school's principles of Confidence, Resilience and Success and demonstrate integrity, impartiality, discretion and confidentiality.
- Comply with school policies relating to equality, health and safety, data protection, information security and professional conduct.

- Undertake other reasonable governance-related duties consistent with the purpose and level of the role, as agreed with the Chair of Trustees.

4. Working arrangements

- The role is part-time and hours will vary according to the Board's meeting cycle. Work includes preparation before meetings, attendance, production of minutes and follow-up administration.
- The Board currently schedules approximately six meetings each academic year, usually during the school day. Occasional additional meetings, panels or urgent work may be required by prior agreement.
- The postholder must work independently, meet statutory and agreed deadlines and respond appropriately to time-sensitive governance matters.
- Where work is undertaken remotely, the postholder must maintain secure working arrangements and use approved systems for school and governance information.

5. Safeguarding and pre-employment checks

City of Rochester School is committed to safeguarding and promoting the welfare of children and young people. Appointment will be subject to the school's safer recruitment procedures, satisfactory references and the level of Disclosure and Barring Service check determined to be appropriate for the post. The postholder must complete required safeguarding training and remain familiar with relevant school procedures.

6. Review of the job description

This job description describes the main responsibilities of the post and is not exhaustive. It may be reviewed in consultation with the postholder to reflect changes in legislation, governance arrangements or the operational needs of the Board and school.

City of Rochester School

Person Specification: Clerk to the Board of Trustees

Applicants should show clearly how they meet the essential criteria. Equivalent experience may be considered where a particular qualification is not essential.

Criterion	Essential	Desirable	Method
Education and development	Good standard of general education, including confident written English and numeracy.	Governance, clerking, business administration or related qualification.	A / I
Governance knowledge	Understands the purpose of a governing or trustee board and the importance of independence, confidentiality, accountability and accurate records. Able and willing to maintain current knowledge of school governance requirements.	Current knowledge of academy, maintained-school or specialist-school governance; relevant governance training.	A / I
Relevant experience	Experience providing high-quality administrative support, preparing agendas or papers, taking accurate minutes, tracking actions and working to deadlines.	Experience clerking a governing board, trustee board, committee, panel or senior leadership meeting; experience in education, public service, charity or another regulated setting.	A / I
Written communication	Excellent written English and the ability to summarise complex discussion objectively, distinguishing challenge, assurance, decisions and actions.	Experience producing formal minutes suitable for audit, inspection or publication.	A / I / T
Organisation	Strong planning and organisational skills, including the ability to manage a meeting cycle, competing priorities and time-sensitive tasks with minimal supervision.	Experience maintaining annual work plans, statutory registers or compliance records.	A / I
Digital skills	Confident use of Microsoft 365 or equivalent, including Word, Outlook, Teams and secure electronic document management.	Experience using GovernorHub or another governance portal.	A / I
Professional approach	Integrity, impartiality, sound judgement, discretion and a clear understanding of confidentiality and data protection. Able to build constructive professional relationships while remaining appropriately independent.	Experience advising chairs, board members or senior leaders on process or procedure.	A / I
Safeguarding and inclusion	Commitment to safeguarding, equality and inclusion and to the school's principles of Confidence, Resilience and Success.	Experience within an SEN, ASC or therapeutic education setting.	A / I
Availability	Able to attend scheduled Board meetings, complete preparation and follow-up work promptly and provide occasional additional support by agreement.	Flexibility to attend meetings in person or remotely as required.	A / I

Assessment method: A = application form; I = interview; T = written or practical task. References and pre-employment checks will also be used where appropriate.

Selection focus

The selection process may test the candidate's ability to:

- explain how an effective Clerk supports robust, independent and compliant governance;
- produce clear and objective minutes from a complex discussion;
- organise agendas, papers, actions and deadlines across an annual meeting cycle;
- handle confidential information with integrity and appropriate professional boundaries;
- communicate confidently and appropriately with the Chair, Trustees, Headteacher and senior leaders.