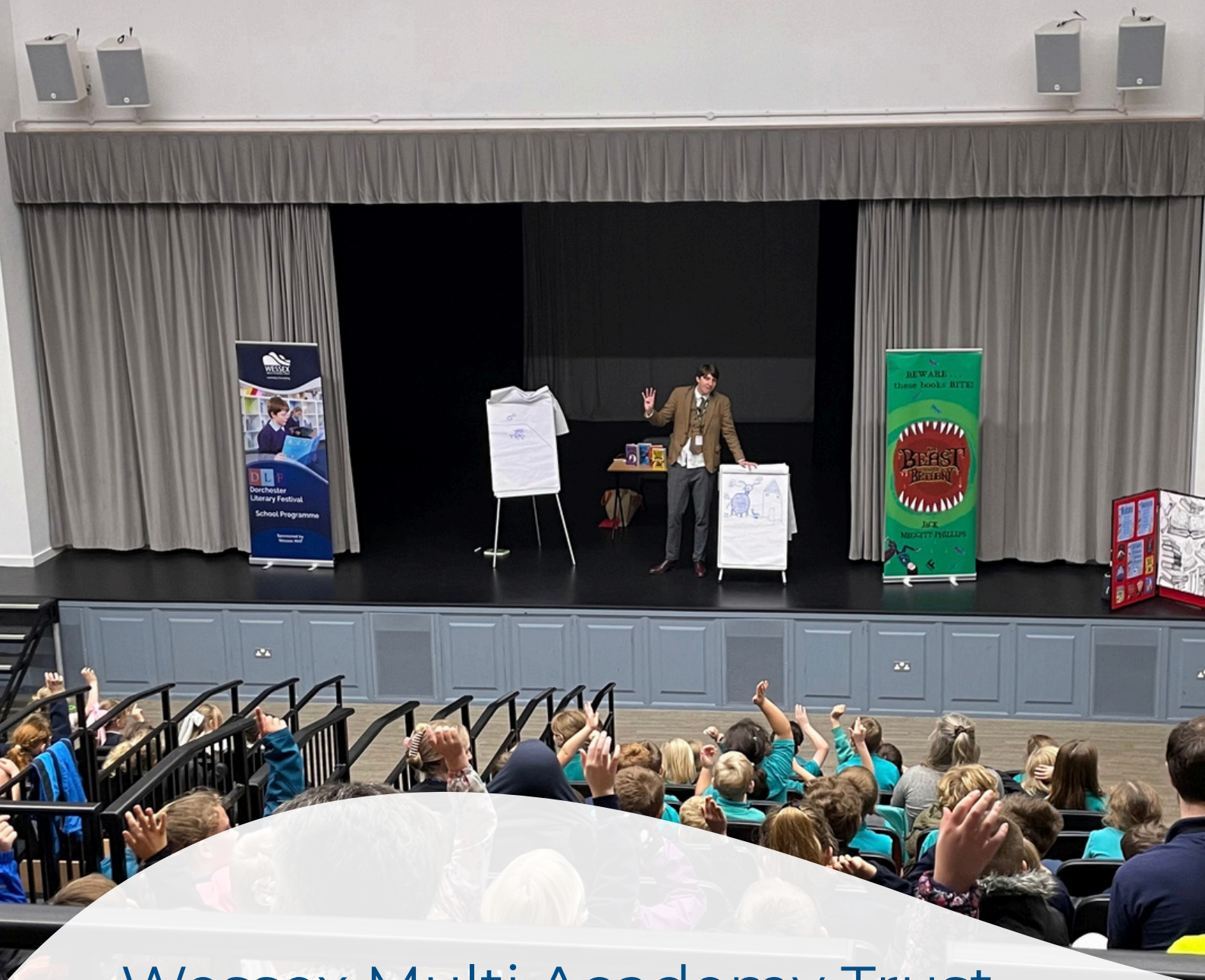
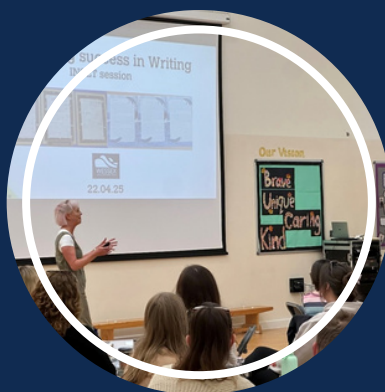




Wessex Multi Academy Trust **Recruitment pack**

Clerk to Governors



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Welcome



Dear Applicant

Thank you for your interest in the post of Clerk to Governors.

The Wessex Multi-Academy Trust has been in existence since 2015 and is one of the fastest growing multi-academy trusts in the south west. Learning is at the heart of what we do - it is everything. We like the concept of working within a family of schools. We believe schools achieve most when they work together, sharing expertise and best practice.

I am aware of how much time and effort goes into an application so thank you in advance if you decide to proceed beyond this initial interest.

We have tried to include as much information as you need in order to make an application but without overwhelming you.

Choosing the right trust to apply to is an important responsibility. It is difficult to summarise our trust in a brief letter so please visit the website for more information www.wessex.ac

If you would like further information about the role, please contact admin@wessex.ac

We look forward very much to hearing from you.

With warm regards

Mike Foley
CEO

Applications close:

**12th October
2026**

About us

MISSION

Our mission is for every child in our care to have the best possible learning opportunities in a safe and caring environment where they can achieve their full potential.

VISION

Our vision is to work in partnership with our schools and staff to deliver outstanding contemporary learning opportunities that prepare every child to live a happy, healthy and fulfilling life.

VALUES

The Wessex Multi-Academy Trust believes that at the heart of a successful organisation that is focused on education, the following values are important:

Accountability

Collaboration

Respect

Excellence

Care

For more information

Visit our website



Our schools



Bere Regis School is a happy, friendly, community school with a family atmosphere, where children and adults are encouraged to achieve their potential in a creative and supportive learning environment.



At **Damers First School** children are at the heart of everything we do and our school is a vibrant place in which to learn, work and play. As an inclusive school we are passionate about meeting all children's needs, both emotionally and academically.



At **Dorchester Middle School** we believe that every child is extraordinary and that education has the capacity and the possibility to change lives for the better. We are committed to providing children with the best possible educational experience.



The Purbeck School is a vibrant and exciting school community where everyone matters. Our approach to learning promotes and embeds our core values of respect, aspiration and perseverance.

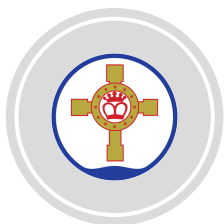


St Osmunds CE School is a school built upon the Christian values of hope, community, respect and love. Children come first. We stand together and support each other.



At **The Thomas Hardy School** we believe in the power of learning as a means to transform lives and that every young person has a talent that can be nurtured through relentless optimism.

Our schools: cont.



St Marys CE School is a 9-13 middle school situated on the outskirts of Puddletown. We are a church school with an ethos built on Christian values of respect, forgiveness, justice, uniqueness, equality, acceptance and kindness.



Frome Valley CE First School aims to nurture all children as individuals, enabling them to achieve their full potential. At the heart of our school is the belief that we all share a vision and values that help us to be responsible, respectful and caring members of society. We are proud of the Christian ethos of our school and our belief that citizenship and a sense of community are as important as academic achievements.



Milborne St Andrew First School is committed to providing an inclusive environment where children and adults can all flourish as part of a learning community, rooted in mutual respect for all. We have high expectations of ourselves and our pupils and we nurture every unique child and adult.



Piddle Valley CE First School is founded on Christian values, principles and beliefs. We are a small, happy school in which pupils work hard and learn well, within a nurturing and safe environment. We recognise that our school community is unique and valued for the contribution they make.



At **Puddletown CE First School**, we are proud of the church heritage and the community we serve. We aim to inspire our children to learn and to see themselves as active learners with an infinite capacity to improve. We do this in a safe and caring environment based on Christian principles where individual progress is celebrated.



At **Manor Park CE School**, we are working together to provide an inclusive and nurturing environment where everyone has the opportunity to flourish. Our community is built upon the Christian foundations of compassion, trust, collaboration, creativity and resilience whilst embracing diversity and demonstrating mutual respect.

Job description

Clerk

Job type	Part-time - Term time	Responsible for	Securing the continuity of the school governance business
Responsible to	Lead Governance Professional	Closing date	Monday 12 th October 2026

MAIN JOB PURPOSE

The School Governance Committee Clerk will be accountable to the Lead Governance Professional, working effectively with the Chair of Governors, the Headteacher/Head of School and other Local Governors. The Clerk will be responsible for advising the School Governance Committee on its core functions, procedural matters, duties and powers and will work within the broad current legislative framework and the MAT Scheme of Delegation. They will secure the continuity of the School Governance Committee business and observe confidentiality requirements.

MAIN RESPONSIBILITIES AND DUTIES

- To work effectively with the Chair and Headteacher/Head of School before the School Governance Committee meeting to agree a purposeful agenda which takes account of DfE, MAT and Diocese (if applicable) issues and is focused on school improvement.
- To encourage the Headteacher/Head of School and others to produce agenda papers on time.
- To produce, collate and distribute via GovernorHub the agenda and papers so that recipients receive them at least 7 clear days (preferably 10 days) before the meeting.
- To take notes of the School Governance Committee meetings to prepare minutes, including indicating who is responsible for any agreed action.
- To record all decisions accurately and objectively with timescales for actions.
- To Chair the part of the meeting at which the Chair is elected • Ensure meetings are quorate • Maintain governor meeting attendance records and advise the School Governance Committee of non-attendance of governors.
- To send drafts of minutes within 10 working days to the Chair and Headteacher/Head of School for amendment/approval by the Chair.
- To circulate via the GovernorHub the approved draft and other meeting papers to all Governors within the timescale agreed with the School Governance Committee.
- To keep a digital folder of signed minutes as an archive record.
- To liaise with the Chair, prior to the next meeting to receive an update on progress of actions agreed previously by the School Governance Committee.
- Following the approval of the minutes at the next meeting, ensure a copy is uploaded to GovernorHub and a copy is sent to the Director of Education.
- Maintain records of School Governance Committee correspondence and share with the Lead Governance Professional any additional statutory committees of the School Governance Committee such as exclusions.

- Ensure the correct administration of the relevant stages of complaints policy, consulting with the MAT Team if advice is needed
- Ensure that new Governors have access to GovernorHub and other relevant information such as the MAT Governance Code of Conduct and contribute to the induction of Governors taking on a new role e.g. Chair.
- Take action on the School Governance Committee's agreed policy to support new Governors, taking account of the Guidance for Headteachers/Heads of School and Chairs of Governors on any training courses and induction materials made available by the MAT and others.
- Ensure that statutory policies and other school documents approved by the School Governance Committee are in place and are kept on GovernorHub.
- Ensure that the school website meets its statutory obligations with regards to publications e.g. statutory policies, governance details (including attendance and register of business interests), MAT details.
- Advise Governors and the MAT of expiry of the term of office before term expires so elections/ recommendations to MAT Board of Trustees can be organised in a timely manner.
- Administer the election process for Staff and Parent Governors.
- Support the School Governance Committee with annual self-review, Committee improvement action planning and training using tools provided by the MAT.
- Support the School Governance Committee with succession planning and recruitment of new Governors using analysis of committee skills audit for skills based recruitment and websites such as inspiring governance.
- Ensure that Governors complete a business and pecuniary interests declaration form annually and add to GovernorHub.
- To advise absent Governors of the date of the next meeting
- To notify MAT of changes to Board information such as Governance membership and business interests.

1. Continuous Professional Development

- The Clerk will successfully undertake relevant training to the role of Clerk to the Governors.
- Attend termly briefings and participate in professional development opportunities.
- Keep up to date with current education developments and legislation affecting school governance and brief Governors where appropriate, informing them of any changes to their responsibilities as a result of a change in school status or relevant legislation.
- To advise the School Governance Committee on governance, legislation and procedural matters where necessary before, during and after the meeting.

2. Problem Solving and Creativity

- Have access to appropriate legal advice, support and guidance
- Identify priorities, anticipate issues which may arise, draw these matters to the Chair's attention and propose recommendations

3. Key Contacts and Relationships

- The Clerk to Governors will advise the School Governance Committee on procedural issues referring to the MAT Scheme of Delegation and other relevant documents.
- To liaise closely with Lead Governance Professional and other Clerks within the MAT

OTHER REQUIREMENTS

This job description outlines the key responsibilities for the role of Clerk to Governors and it may be necessary to undertake additional duties as required. This job description will be reviewed at least annually as part of the performance management programme.

Dated: September 2026

We will seek to ensure that all existing and potential employees are given equal opportunities. We are committed to diversity and equality of opportunity in our employment policies and practices. Our aim is to promote diversity so that no employee or potential employee will be subject to unlawful or unfair discrimination because of gender, age, marital or civil partnership status, colour, race, nationality or other ethnic or national origin, disability, religion, sexual orientation, gender reassignment, pregnancy or maternity or membership or non-membership of a trade union or political beliefs. We will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.

Person specification

Clerk

	Essential	Desirable
Professional Qualifications	Minimum of 5 GCSE's (A*-C) or equivalent office experience/vocational qualifications	ECDL
Knowledge and Experience	- Experience in an administrative or secretarial field - Experience of working with changing priorities and proven ability to handle a range of situations - Working knowledge of MS Office	- Experience in an education setting - Experience organising meetings - Experience taking minutes
Skills	- Good interpersonal skills - Excellent organizational and planning skills with the ability to prioritise, work independently and demonstrate initiative - Ability to develop and maintain efficient record keeping systems - Excellent written and oral communication skills - Ability to communicate with and build relationships with a wide range of stakeholders - Record keeping, information retrieval and dissemination of data/documentation	

	Essential	Desirable
Other Factors	• Ability to work flexibly according to the demands of the post • Ability to fulfil the travel requirements of the post • Commitment to support the Trust's agenda for safeguarding and equality and diversity	



Wessex Multi Academy Trust

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