



Maidstone Grammar School *for Girls*



Governance Professional (Clerk)

Salary	Kent Salaries KSG £17.84 per hour, casual contract. You are also entitled to holiday pay, which will be calculated at the same rate.
Hours	These vary per month and are claimed on a month by month basis with an expectation of a minimum of 40 hours per year, rising to an expected maximum of 80 hours per year. There is both flexible home working and a requirement to be present at meetings in school.
Commitment	Calendared meetings take place on Wednesday evenings. Generally between 4.30pm to 7pm. There are 10 of these per academic year, together with the preparation of agendas and production of the minutes of each meeting. Additional ad hoc meetings as required in order for the Governing Body to meet its statutory obligations.

We are seeking a Governance Professional (Clerk) to:

- manage our Governing Body administration, and ensure legal compliance.
- provide procedural advice and support the effectiveness of the Governing Body.
- handle minutes, agendas, records and offer independent advice on governance matters.
- act as the linchpin for smooth, compliant board operations, supporting strategic decision-making, and ensuring statutory duties are met.

Key Responsibilities of the Governance Professional

- Procedural Expertise: Advising on governance procedures, ensuring meetings run smoothly, and taking minutes.
- Legal Compliance: Ensuring the governing board meets all statutory duties and operates within the legal framework.
- Administrative Management: Managing governing board information, membership records, training records, and agendas.
- Strategic Support: Providing independent advice to help the governing board with strategic decisions and improve overall governance.
- Information Hub: Keeping governors informed about training, conduct, priorities, and best practices.

Job Description

- To work effectively with the Chair of Governors, the other governors and the Headteacher to support the Governing Body.
- To keep up to date and advise the Governing Body on constitutional and procedural matters, powers and duties as outlined within legislation, statutory guidance and the governance handbook.
- To support the Governing Body to develop a culture where challenge is welcomed.
- To convene meetings of the Governing Body, ensuring they are quorate.
- To produce agendas for the meetings working with the Chair of Governors.
- To attend meetings of the Governing Body and ensure minutes are taken.
- To ensure the Chair receives the draft minutes for approval within one school week.
- To ensure the Chair draft draft-approved minutes are circulated within two school weeks to all Governors.
- To create an action list after each meeting and monitor progress to ensure that actions agreed are carried out before the next meeting.
- To maintain a register of Business Interests and ensure it is published on the website.
- To maintain the website published requirements for the governing boards by ensuring the information is kept up to date.
- To ensure the requirements for governors to publish information online is adhered to.
- To collect the required details for the Governors National Database (GIAS) and ensure the relevant staff member for uploading to the database is informed of any changes.
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body.
- To maintain a register of attendance to be published on the school website and report non-attendance to the Governing Body.
- To give and receive notices in accordance with relevant regulations.
- To perform such other functions as may be determined by the Governing Body from time to time.
- To undertake appropriate professional development.

Safeguarding

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people

Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Further training and development will be provided if needed. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

Knowledge and Understanding

The Governance Professional will:

- Know the features of effective governance, and the governing board's governance structure and core functions
- Understand their role as set out in legislation
- Understand key national education policies and the local education context in which the governing board is operating
- Know the governing board's duties under legislation and statutory guidance
- Understand the importance of the governing board adhering to and promoting the school's internal procedures
- Understand the school's governance structure, including legal structure and constitution
- Understand the principles of records management and have a working knowledge of the Data Protection Act and the Freedom of Information Act
- Understand the governing board's accountability to and relationship with other bodies (eg the DfE, KCC, Ofsted)
- Know the governing board's code of conduct and strategic priorities
- Understand the school's culture, values and ethos
- Know which information about pupil performance and financial management will be used by the governing board to hold leaders to account
- Know the instrument of government for the school.

Administration

They will:

- Check that meetings are quorate, and if not, provide appropriate advice on how to proceed
- Establish and maintain efficient procedures for meetings, sharing documents in a timely manner
- Promote the use of project management tools (including risk registers) to support the chair
- Make sure that the governing board papers are clear and accurate, and that minutes capture discussion points and actions
- Challenge the governing board if meetings are not conducted in a proper or orderly manner
- Support the chair in identifying priorities and upcoming issues when planning meetings
- Evaluate administrative procedures to ensure effectiveness, and adapt these where necessary
- Prepare thoroughly for meetings and ensure that outstanding action points are acted on
- Maintain or help maintain accurate registers (e.g. register of interests)
- Establish and administer procedures for filling vacancies on the governing board
- Keep a record of governors' attendance
- Understand the principles of confidentiality and apply this to their own work and that of the governing board
- Have an eye for detail and excellent proofreading skills
- Use technology effectively to streamline the governing board's processes
- Communicate information clearly, logically and impartially by using a range of presentation methods as appropriate
- Have a systematic approach to managing documentation and other records that meets legal requirements for records management
- Have excellent time management skills
- Remain calm and maintain a high standard of work under pressure.

Advice and Guidance

They will:

- Provide appropriate information for the governing board and check the credibility of sources
- Update the governing board on changes to legal or statutory requirements
- Access third-party guidance on behalf of the governing board where necessary
- Inform the governing board about training and development opportunities
- Provide clear, logical and impartial advice to the governing board
- Clearly explain difficult concepts, including information on the governing board's legal duties
- Understand the principles of conflicts of interest and be able to advise the governing board on managing and avoiding these
- Understand how and when to escalate concerns where there is non-compliance or suspected misconduct

- Speak out where the governing board is overstepping its strategic role or is not following the code of conduct.

People and Relationships

They will:

- Build effective professional relationships with the governing board, external contacts and others
- Use appropriate influencing skills to gain the governing board's confidence
- Establish effective channels of communication with the governing board, the wider school and any external contacts and partners
- Contribute to discussions about the design of governance committees and structures
- Advise the governing board when governors' terms of office end, and assess the effect this will have on the governing board's skills mix
- Establish and facilitate transparent procedures to fill vacancies
- Help the governing board to create a culture in which challenge is welcomed
- Support the governing board when carrying out self-evaluation exercises
- Remain committed to improving own performance and that of others involved in governance, taking advantage of opportunities to attend training and development.

The Application Process

Application forms and full details can be found on our [Vacancies page on our website](#). Applicants should complete the application form and email it to [Ms Starns](#), PA to the Headteacher. Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). References will be requested prior to interview.

Important Dates

Closing date for applications: 8am on 27th February 2026



Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. The School will undertake an online check of shortlisted candidates in accordance with the requirements of the current edition of Keeping Children Safe in Education. For more information please see our [Safeguarding Policy](#).

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our [website](#).

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).