



# APPLICATION PACK

## CLERK TO GOVERNORS

### HOW TO APPLY

An exciting opportunity has arisen for a dynamic, flexible and professional individual with great organisation skills and proven administrative experience to support the Governing Body of John Spendluffe Technology College. The successful applicant will play a vital role, supporting our governors to provide the school with its strategic role of leadership, support and guidance. The position will involve working within the school when Governor meetings take place and at home when carrying out other duties. Working effectively with the Chair of Governors, the Headteacher and other Governors, the Clerk will be responsible for advising the Governing Body on constitutional matters, duties and powers and will work within the broad current legislative framework. The Clerk will secure the continuity of Governing Body business and observe confidentiality requirements.

Please see our website [www.jstc.org.uk/aboutus/vacancies](http://www.jstc.org.uk/aboutus/vacancies) for an application pack and further information.

Completed applications should be emailed to [office@jstc.org.uk](mailto:office@jstc.org.uk) or posted to the school; Main Office, John Spendluffe Technology College, Hanby Lane, Alford, Lincolnshire, LN13 9BL.

**Applications must be received by: 9 am on Tuesday 1 September 2026**

**Interviews to take place w/c 7 September 2026**

*JSTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks. All pre-employment checks, undertaken are in line with Keeping Children Safe in Education.*

# JOB DESCRIPTION

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|-------------------------|---|
| <b>Name of Role:</b>    | <b>Clerk to Governors and Administrator for Data Protection Officer</b> |
| <b>Line managed by:</b> | <b>Headteacher &amp; Chair of Governors</b>                             |
| <b>Salary Range:</b>    | <b>£25,989 - £27,254 per annum (Full Time Equivalent)</b>               |
| <b>Pay Scale:</b>       | <b>GLEA Grade 4 Scale Point 9-12</b>                                    |
|                         | <b>Actual salary for pro-rata role approximately £6,023 per annum</b>   |

**Working Hours:** **10 hours per week, 52 weeks per year**

## **Key Roles and Responsibilities**

### **Meetings**

**To support the Governing Body and provide effective administration of meetings the Clerk will:**

The Clerk will oversee the organisation of meetings, typically on Monday or Wednesday evenings at 5.15pm, generally lasting an hour for Committee Meetings and 2 hours for Full Governor Meetings. Some additional meetings may take place in the late afternoon and therefore flexibility is essential. The Clerk will record accurate minutes, advise on changes in legislation, policy, governance, constitutional issues and support the Chair and other governors as required. Full professional training will be given to the successful candidate. A self-motivated person is required with the ability to work under their own initiative, manage deadlines, have an eye for detail and keep accurate records. The ability to remain impartial, possess excellent communication skills and maintain confidentiality are essential, as well as being able to comply with GDPR requirements, DfE legislation and National Governors' Association (NGA) advice.

As part of this role, there is a requirement to undertake a Clerks' development programme (unless already completed) as well as an 'accredited clerk qualification' through the NGA. It is a requirement to have access to the internet at home but a laptop will be provided. Excellent Microsoft Office skills are essential and meetings may be convened virtually (via Microsoft TEAMS) or traditionally in person, which will require travel to the school site.

- \* Attend meetings in person (or remotely in exceptional circumstances)
- \* Work effectively with the Chair of Governors and the Headteacher before Governing Body meetings to prepare a purposeful agenda taking account of issues and focusing on school improvement
- \* Produce, collate and distribute the agenda and documents to ensure Governors receive them within the agreed timescale
- \* Record the attendance of Governors at meetings and take action regarding absences
- \* Advise the Governing Body on governance legislation and procedural matters where necessary
- \* Prepare minutes of Governing Body meetings, indicating agreed action points
- \* Record all decisions accurately and objectively
- \* Submit all draft documents to the Chair and Headteacher for amendment/approval
- \* Issue the approved draft to all Governors
- \* Advise all Governors of the dates of meetings for the year
- \* Keep copies of minutes produced, ensuring these are approved, signed and dated and displayed on Teams and in paper form.
- \* Clerk Committee meetings, currently Finance, Quality of Education and Behaviour: liaise with Committee Chairs on agendas, circulate documents and take minutes of each meeting

## **Membership**

**To support the Governing Body and provide effective administration of membership the Clerk will:**

- \* Maintain a database of names, addresses and category of Governing Body members and their terms of office
- \* Initiate and develop a welcome pack to be sent to newly appointed Governors
- \* Maintain copies of current terms of reference, Committee membership and the nominated responsibility and link role of each Governor
- \* Advise Governors of the expiry of their term of office
- \* Ensure a register of Governing Body pecuniary interests is maintained and reviewed annually
- \* Liaise with the Business Manager in informing Companies House of new Governors and those leaving
- \* Maintain Governor attendance records and advise the Chair of potential disqualification through lack of attendance
- \* Liaise with the Office Manager in checking DBS checks before appointments

## **Advice and Information**

**The Clerk will:**

- \* Advise the Governing Body on procedural issues
- \* Ensure that statutory policies are in place and are displayed on the school's website, liaising with the Headteacher and Office.
- \* Maintain record of Governing Body correspondence
- \* Produce an annual skills audit and advise Governors on available training

## **Professional Development**

- \* Remain committed to improving own performance, taking advantage of opportunities to attend training and developments
- \* Keep up to date with current educational developments and legislation affecting school governance
- \* Participate in annual appraisal

## **Additional Duties**

**In addition to the responsibilities above, the Clerk may be asked to perform as part of their duties any of the following:**

- \* Clerk any statutory appeal panels the Governing Body is required to convene
- \* Prepare for and clerk any suspension/permanent exclusion panels including communication with parents/guardians and outside agencies
- \* Liaise with the school and parents during complaints procedures
- \* Perform such other tasks as may be determined by the Governing Body
- \* Maintain a Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items
- \* Establish effective communication between the Governing Body, the wider school and any external contacts
- \* Policies – have monthly meetings/email contact with Headteacher and Chair of Governors to highlight policies in need of approval within the next half term and have meetings with Senior Administration Staff following the conclusion of Governors meetings to inform and update them over which policies have been approved and share new versions which can then be slotted into the whole school directory.

# PERSON SPECIFICATION

It is expected that the person appointed will have the following qualifications, experiences, knowledge/skills and personal qualities and/or special requirements for the post.

## **1. Qualifications**

- GCSE or equivalent level, including at least a Grade 4 (including Grade C) in English and Maths (desirable).

## **2. Experience**

- Experience working in a school environment or other educational setting (desirable)

## **3. Skills & Knowledge**

- Good literacy and numeracy skills
- Good organisational skills
- Ability to build effective working relationships
- Excellent verbal communication skills
- Ability to work as part of a team and to be flexible in their approach to daily routines
- Active listening skills
- The ability to remain calm in stressful situations
- Knowledge of guidance and requirements around safeguarding children
- Good ICT skills

## **4. Personal Qualities**

- Sensitivity and understanding, to help build good relationships
- A commitment to promoting the ethos and values of the school
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding student wellbeing and equality
- Resilient, positive, forward looking and enthusiastic about making a difference
- Attention to detail
- Methodical Record Keeping

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

# JSTC INFORMATION

## **John Spendluffe Technology College Overview**

JSTC is a non-selective 11-16 co-educational school in a selective area. We are a popular and over-subscribed school of around 630 students. Despite being a secondary modern school we have the full ability range of students, including gifted and talented. We are proud of the work that we do with our young people to enable them to challenge themselves academically and reach the highest of aspirations. At our most recent Ofsted inspection we were rated as 'Good' in all areas. We are very proud of our achievements; we will continue to develop and provide the best possible education for our young people. We are a single academy trust but have developed strong networks and links with a range of partner and other schools locally and throughout the county.

## **An Attractive Location**

JSTC is situated in the small, quaint, rural market town of Alford on the edge of the Lincolnshire Wolds, an Area of Outstanding Natural Beauty (AONB). Lincolnshire is a large county with a variety of beautiful landscapes: flat fens, coastal marshes, clay vales and the rolling uplands of the Wolds, attracting an abundance of wild flora and fauna. Morning drives across the stunning and tranquil Wolds frequently creates wonderful memories and conversation with colleagues. The school is well placed and at the centre of the community of Alford with good road links to major urban centres in the East Midlands. Housing is extremely low priced compared to other areas of the UK and new build developments are enhancing the housing choices available in the region.

## **The School Site**

The school site has been enhanced in recent years to include two new classroom builds, a refurbished Humanities teaching block, a remodelled, modern canteen, and refurbishment of the original, attractive 1930s building. Car Park facilities on site are free. The school has its own all-weather pitch, sports hall and gym facilities which are all available for staff and community use.

## **Ethos and Values**

Supporting our students and their families to achieve the highest possible aspirations to a bright future lies at the heart of our daily work in school. High quality, extensive pastoral provision enables us to fulfil this mission. Our aim is to empower our students to become '*resilient, respectful and responsible*' in readiness for the next step of their educational journey. We are committed to serving each other, the students, and the wider community.

## **Our Students**

Our students are our best ambassadors. They come from a wide rural and coastal area, with the majority travelling by bus to school. Many students are not confident about their talents and abilities when they first arrive but through the hard work of our staff, we enable our students to develop and thrive into young adulthood. Students take part in a range of activities in and out of the classroom and visitors are frequently impressed with their courtesy, and the pride that they have in their school. Our students behave well and want to learn. Some students find academic work difficult and our experienced SEND team work hard to ensure that students have an appropriate curriculum and personal support. JSTC offers its students excellent opportunities to develop skills for life as well as academic qualifications. We want all of our students to develop into caring, active citizens.

JSTC has a strong coaching culture; a wide range of staff coach KS4 students to help them improve their resilience, independence, and self-efficacy.

## **Committed and Friendly Staff**

Our dedicated staff believe passionately in improving outcomes for all students and this can be seen in the positive relationships with each other and in the classroom. Staff are happy to teach at JSTC and want to stay. There is a low turnover of staff each year as we believe in providing opportunities for career progression at JSTC.

## **Staff Wellbeing**

Working in a school can be demanding and we therefore ensure that staff wellbeing is at the core of our development. The school has a highly supportive ethos with respect to both staff and student wellbeing. The Wellbeing Learning Community is an active forum of different staff who engage in evidence-based practice to promote good mental health and wellbeing for students and staff.

Our Education Support Employee Assistance Programme provides impartial, confidential support and general advice on wellbeing, workload, and work-life balance. This EAP can provide fast-track counselling, financial and debt advice and legal support. Extra coaching support is available to leaders and line managers. In school, trained Mental Health First Aiders can support staff for a range of feelings such as low morale, loss and bereavement, isolation, fear, stress and anxiety. This is fully funded from the school for all of our employees.

Staff enjoy engaging in social activities outside of school – particularly at the end of terms. There is sport to get involved in, such as football, netball and running; there are creative activities involving art and cooking too.

## **New Staff Induction**

You will be warmly welcomed into our friendly school and supported in all areas of your practice so that you can enjoy and feel confident in your role. JSTC offers a comprehensive and personalised induction training programme to all new staff. The New Staff Induction Team support all staff who are new to our school or their role, or returning after absence, regardless of their position. Staff are fully supported through a series of live and recorded training sessions.

## **Professional Development**

The Governors, Headteacher and Senior Leaders remain committed to recruiting high quality staff to the school. Staff professional development and career progression are an important part the school's caring culture.

JSTC is committed to providing staff with opportunities to access nationally recognised professional development qualifications. We want our staff to enjoy their roles, develop their professional practice and flourish in their careers.

## **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent and JSTC Safeguarding and Child Protection Policies)
- Promote the Safeguarding of all students in the school

JSTC is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.