

CLERK TO GOVERNORS – JOB DESCRIPTION



We provide training when you first join us and support your ongoing development through mentoring and additional training opportunities. We don't expect you to know everything when you first join our network but you can learn a significant amount whilst you are with us.

Main purpose of role is to:

- Provide advice to the governing board on governance, constitutional and procedural matters.
The new regulations require governing boards to have regard to advice from the clerk in regards to exercising the governing board functions.
- Provide effective administrative support to the governing board and its committees.
- Ensure the governing board is properly constituted.
- Manage information effectively in accordance with legal requirements.