

Clerk to Governors

School:	Backwell School	Posted:	13th May 2025
Location:	Station Road, Backwell, Somerset BS48 3BX	Expires:	2nd June 2025 09:00 AM
Contract Type :	Permanent	Start Date:	As Soon As Possible
Salary:	£26,421 - £29,777 (£14.36 - £16.10 per hour)	Job ID:	1485086
Hours:	Part Time	Job Reference:	LSP-R811



Grade: JG5 SCP12 to SCP19

Salary: £26,421 - £29,777 (£14.36 - £16.10 per hour)

Hours: 3.88 hours per week. To be worked flexibly over 39 weeks per year (Term Time only and including holiday pay).

Contract: Permanent

The Role

Lighthouse Schools Partnership is a Multi-Academy Trust. There are currently 33 schools in the Trust with further schools joining in the next few months.

The Trust is cross-phase and includes Infant, Junior, Primary and Secondary schools. The Lighthouse Schools Partnership is a mixed MAT and includes both non-denominational and Church of England schools.

An exciting opportunity has arisen for a Clerk to Governors at Backwell School. The Clerk to Governors will play a pivotal role in supporting local governance at this large, successful secondary school.

The role will be a mix of remote working and working on site and offers flexibility with working hours which can fit around other work, study or family commitments.

Please note that the Local Governing Board meetings for Backwell School normally take place in the evening (usually Wednesdays) on the school site.

Hours of the role are dependent on the number of meetings held by each school, and there are opportunities for further hours if desired, this may be through supporting additional meetings or panels at Backwell School or at other schools within our Trust.

We need someone with enthusiasm, good ICT skills, an eye for detail and the willingness to learn and develop to carry out this role. Excellent interpersonal skills and a proactive and 'get involved' attitude are also essential.

As an LSP Clerk your role will be:

- working with the Chair and Headteacher to prepare agendas as well as collate and circulate papers for each meeting/committee.
- Attending Local Governing Body (LGB) meetings either in person or virtually to:
 - o undertake administrative tasks to ensure the smooth running of LGB meetings.
 - o take minutes at LGB meetings or committees, including recording decisions and actions accurately.
- advising the LGB on governance legislation and procedural matters (training and support will be provided).

How to Apply

Applications should be submitted via our online eRecruitment system.

Full job description and person specification are available in the Job Application Pack.

Applications should address the person specification and set out how you would make a positive difference in this Trust.

Please be advised, in accordance with our Safeguarding Policy, we do not accept CV's.

Closing Date

The closing date for applications is 9am on Monday 2 June 2025.

Interview dates to be confirmed but are most likely to be within two weeks of the closing date.

The Lighthouse Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all in our community to share this commitment.

Suitability to work with children and young people will form part of our selection process. All appointments will be subject to vetting, including an enhanced DBS check and reference checks.

We are committed to creating a diverse and inclusive workplace and welcome applications from all suitably qualified candidates, particularly those from underrepresented groups.

Safeguarding Statement:

The Lighthouse Schools Partnership – Backwell School is committed to safeguarding and promoting the welfare of children and young people and expects all in our community to share this commitment. Suitability to work with children and young people will form part of the selection process. As part of the shortlisting process an online search will be carried out. All appointments will be subject to vetting, including an enhanced DBS check.

We are also committed to creating a diverse and inclusive workplace and welcome applications from all suitably qualified candidates, particularly those from underrepresented groups.