

Bristol Grammar School



Job Description

Clerk to Governors

Bristol Grammar School: a company limited by guarantee, company number: 5142007
Registered Office: University Road, Bristol, BS8 1SR. Registered Charity Number: 1104425

Role Specification

Post: Clerk to Governors

Line Manager: Chair of Governors

Start date: ASAP

Outline of department

The Governing Body is the legal guardian of the School's mission and aims. It is responsible for ensuring that the mission and aims are appropriate, relevant to the community it serves. The Governing Body monitors the success of the School in fulfilling its mission. This stewardship involves ensuring:

- that the School has a well-developed strategy which is in tune with its mission, responsive to external conditions and to the expectations of its stakeholders, is realistically costed and will ensure the School's continued success.
- that the necessary structure, function, policy, controls and information are in place to ensure, through the Executive the effective, secure and sustainable operation of the school and the implementation of the strategy.
- accountability for the financial well-being of the school, including capital assets, operating budgets, and fundraising.
- compliance with all statutory requirements and the management of risk.

The full Governing Body meets at least once a term. There are six committees: Estates Finance & General Purpose, Education, Marketing, Admissions & Communications, Pupils & Staff and the Chairs' Group. The committees also meet termly. From time to time, a working party is constituted to focus on a particular project.

Purpose of Job

The role ensures that governance and associated compliance oversight and processes are well-organised, compliant, transparent and properly documented, while preserving appropriate professional boundaries between governance and decision-making.

The Clerk to the Governors will administer the annual cycle of Board and Committee meetings, draft agendas, papers and minutes, advise on regulatory and best-practice developments, and support the recruitment, induction and ongoing training of Governors. They will act as the first point of contact for Governors on statutory, procedural and committee matters and will be a key communication channel between the school's senior leadership and the governing body.

Duties and Responsibilities

Governance and Governing Instruments

Ensuring that governance is carried out in accordance with the Governing Instruments for the School with particular reference to:

- Size and membership of the governing body
- Retirement of existing governors and appointment of new governors
- Regularity of meetings
- Maintaining a record of attendance at meetings
- Ensuring the appointment of office-holders, in liaison with the HR department
- Ensuring that decisions are made, and recorded, in accordance with governing protocols

- Ensuring that the Governing Instruments / Statutes and Regulations still meet the needs of the school and advising the Governing Body of appropriate or necessary amendments and liaising with the School's legal advisers concerning changes to the Statutes and Regulations
- Ensuring compliance with instructions of the Charity regulator and Companies House, in liaison with the Finance department.

Preparing, reviewing and updating additional governance protocols:

- Ensuring that appropriate Terms of Reference exist for Committees and Working Groups (normally prepared by their Chairs and ratified by the full Governing Body)
- Recording membership and Chairmanship of Committees and Working Groups
- Ensuring appropriate reporting structures from such Committees to the full Governing Body
- Ensuring that clear rules exist to determine the decision-making authority for Committees etc.

Meetings, documentation and records

Ensuring the efficient functioning of governance:

- Communication with governors between meetings
- Maintaining and updating Governor Hub (the means of communication for all Governors)
- Maintain Governor membership information, including members synopses, contacts, photos which are shared with the appropriate school staff
- Produce, maintain and circulate annual timetable of meetings of the full Governing Body and its Committees
- Ensure all logistic planning is completed, including room and refreshment bookings, diary entries in main school diary and sent to committee members
- Prepare and circulate agendas for meetings of the full Governing Body and its Committees
- Ensuring satisfactory and timely circulation of pre-meeting papers (via Governor Hub) in liaison with relevant senior leadership members
- In partnership with the school's compliance lead, manage the annual policy review cycle to ensure statutory policies are presented to governors for scrutiny and approval
- Attend all formal governors' meetings, including full board, committees and away events, to compile appropriate minuting of these meetings and ensure the prompt circulation of these minutes
- Overseeing occasional audits of governance (either internal or external), as requested by the Chair
- Produce and distribute Governor event schedules twice yearly, ensuring ticket allocation and distribution
- Responsible for managing Governors' school visit schedules, including coordinating arrangements directly with relevant staff
- Ensuring that the systems through which School managers report to governors are fully robust and effective in helping governors to fulfil their statutory responsibilities
- Maintaining full and appropriate records of all governance activity including decisions, actions, attendance and statutory governance documentation
- Assist with the completion of annual related party declarations for external auditors
- In consultation with the Head and / or Chair, submit Serious Incident Reports to the Charity Commission and maintain a record of submissions

Recruitment, training and induction

Conducting for all new governors, on behalf of the Chairman of Governors:

- Liaise with the HR department to ensure completion of all required pre-appointment checks

- Liaise with the Finance department to ensure timely registration with Companies House as a director
- Completion of deed of covenant, declaration of responsibilities, or similar document
- Managing the induction and training programme for new governors
- Ensuring that Governors are provided with opportunities to attend appropriate courses to ensure they are aware of their statutory responsibilities
- Ensuring that Governors are updated with changes in legislation and financial reporting rules which affect the School and Charities in general
- Organising agreed and appropriate training for all Governors, as agreed by the Governing Body, and recording such training
- Working with the Nominations Committee to ensure that an appropriate process exists for succession-planning for the Governing Body, maintaining a skills matrix (if appropriate) and advising the Chair accordingly
- Liaise with Finance to ensure any changes in the Governing body, appointment, retirement or resignation are filed with the Companies House and Charity Commission

Complaints, appeals and investigations

- Support the Chair in convening and servicing complaints, appeals, disciplinary or grievance panels (including the identification of independent members where appropriate), ensuring procedures are followed fairly, consistently and in accordance with policy
- Organise meetings and/or hearings of these panels, ensuring that relevant policies and procedures (e.g. the School's Complaints Procedure) are followed, papers are circulated in a timely manner, and accurate minutes are taken
- Act as minute taker to panels where required and provide clear procedural advice to panel members before, during and after hearings
- Maintain appropriate records and registers relating to complaints, appeals and panel proceedings, ensuring confidentiality and regulatory compliance.

General

- Provide assistance to the Chair in the process of appointing the Head (and other senior roles as required)
- Any other task or activity as reasonably requested by the Chair
- Conforming to the School's Code of Conduct
- Adherence to the School's safeguarding procedures

This job description is not necessarily a comprehensive definition of the post, it provides an overall view. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

There are certain **essential criteria** that we would expect a candidate to possess.

Proven experience in governance, compliance, legal administration, company secretarial or regulatory roles, or a closely related field.
Exceptional organisational skills, with proven ability to manage complex information, statutory processes, deadlines and multiple priorities.
High levels of professionalism, integrity and discretion, with sound judgement when handling confidential, sensitive or complex matters.

The following list outlines the further qualities, skills and experiences that the selection panel will be keen to explore with candidates. It is understood by the panel and – we hope – by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not “tick every box”, therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

Understanding of relevant legislation and regulatory frameworks affecting independent schools (e.g. safeguarding, charity law)
Previous employment within an independent school, maintained school or academy trust
Experience supporting senior leaders and board members
Strong written and oral communication skills
Excellent IT skills with good knowledge of Microsoft Office suite
Ability to multi-task and manage your own priorities and workload
A self-starter who is motivated and shows initiative
A sense of humour and an optimistic, resilient style when faced with pressure
The ability to develop good working relationships with all members of the School community
A well organised and resourceful approach to their work and have the ability to meet deadlines
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school
An enthusiastic and approachable nature
Be able to communicate well with children and young people and in particular be prepared to demonstrate: • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with any challenging behaviour • Professional attitudes to use of authority and maintaining discipline • Understanding of safeguarding and promoting the welfare of young people

Hours and Benefits

Working hours	Annual working hours are 1080. This is an average of 30 hours per week for 36 weeks per year, which is term time plus additional time during school holidays. Exact working pattern will vary, depending on the governors committee meeting programme. Hybrid working can be considered, however all meetings should be attended on-site in person and regular on-site administrative time will be required during the school week.
Salary	The salary will be dependent on relevant experience and technical expertise.
Pension	The School will automatically enrol support staff into a “Defined Contribution” pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School’s policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
Car Parking	No car parking is provided during term time.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships. We are committed to increasing the diversity of our staff body and particularly welcome applicants from minority groups who are currently under-represented in our staffing community.

Application details

To apply please visit our website, [employment opportunities section](#). On the role specific page there is an ‘Apply now’ button which will take you into the online application process.

The closing date for applications is 01 November 2026.

Interviews are planned for 09 November 2026.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared when applying. The applicant may post such a declaration in an envelope marked ‘Private & confidential for the Headmaster’ which will only be opened should the candidate be shortlisted. Full pre-employment safeguarding checks will be undertaken for the successful applicant, this includes an enhanced DBS (Disclosure and Barring Service) and a barred list check.