Bridge Academy Trust

Job Description & Person Specification

Position: Governance Clerk

Job Title:	Governance Clerk
Responsible to:	Governance Professional & Policy Advisor
Responsible for:	N/A

Job Purpose:	The Clerk to the Governors provides professional, efficient, and confidential administrative and advisory support to the Board of Governors and its committees. The postholder ensures the Trust complies with legal and regulatory governance requirements, maintains accurate records, and facilitates the effective operation of governance.
Duties & Responsibilities:	• Attend, and minute all local governance and committee meetings (including Local Governing Bodies across schools if relevant). • Maintain accurate records of meetings and decisions made. • Advise the board on statutory requirements, including DfE and ESFA regulations, Academy Trust Handbook, and relevant legislation (e.g., GDPR). • Ensure the Trust complies with statutory reporting, including the DfE's Get Information About Schools (GIAS). • Maintain a register of governors, including terms of office, declarations of interest, attendance, and training. • Support governance audits, evaluations, and governance reviews. • Ensure governors receive relevant communications and access to resources.
General:	• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • Maintain confidentiality and adhere to safeguarding and data protection policies. • Attend training relevant to the role, including clerking and governance updates. • Work flexibly, including evening meetings (typically 4 times per term per board).

	• Attend the Governor's conference (twice a year) Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	Clerking Qualification e.g. (NGA Level 3)	D
Knowledge & Experience	Previous Administrative or clerking experience	E
	Understanding of Governance in academies or schools	E
	Knowledge of Academy Trust Handbook, DfE governance guidance	D
Skills and attributes	Excellent written and verbal communication; minute taking.	E
	Strong organisational and time management skills	E
	Ability to advise on statutory and regulatory compliance	D
Personal qualities	Discreet, professional, and Impartial	E
	Ability to work independently and meet deadlines	E
Other	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated July 2025.