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# School Governor Clerk /Governance Professional Vacancy

**Location: Hoe Valley School, Woking**

**Salary**: Zero hours contract with agreed yearly hours or freelance if preferred

**Hours:** Physical presence at 3-4 evening meetings per term (6pm -8pm) plus preparation, circulation of papers, minutes, management of Govhub platform. Negotiable.

**Contract:** Part-time/Flexible/Term-Time Only

## About the Role:

We are seeking an efficient, organised, and reliable Clerk to support our Governing Body. The successful candidate will play a crucial role in ensuring the smooth running of governance meetings, maintaining accurate records, and providing procedural advice. This is a flexible, part-time role with 3-4 meetings held termly in-person at the school in the evenings (6-8pm) with occasional online attendance for members unable to attend in person.

## Key Responsibilities:

• Prepare and circulate agendas and papers ahead of meetings.

• Attend and take accurate minutes at governor meetings.

• Maintain records of governing body membership, attendance, and terms of office.

• Ensure compliance with relevant regulations and maintain confidentiality at all times.

• Provide procedural advice to the governing body as required.

## Person Specification:

• Excellent organisational and time-management skills.

• Strong written and verbal communication.

• Ability to maintain confidentiality and impartiality.

• Knowledge of governance regulations (or willingness to undergo training).

• Proficiency in using email, word processing, and online meeting platforms.

## How to Apply:

Please submit your CV and a brief cover letter outlining your suitability for the role to Chritsabel Holmes HR at HVS. (Holmesc@hoevalleyschool.org).

Please contact the Chair of Governors, Liz Perkins, for more information or to discuss the role further. (Chair@hoevalleyschool.org)

 Hoe Valley School is committed to safeguarding and promoting the welfare of children and young people. All applicants will be subject to an enhanced DBS check.