



Abbey Gate College

Job Description & Person Specification	
Role	Clerk to Governors & Trust
Start Date	September 2025
Responsible To	Chair of Governors
Grade	AGS 6
Grade Point	28
Salary	£8,042 (based on 400 hours per year)
Contract	Permanent, flexible hours – maximum 400 hours per year, mainly during term time

Introduction from the Chair:

Our wonderful Senior School and Sixth Form are enviably located in the historic Saughton Grange buildings, with stunning views across beautiful countryside towards the Welsh mountains and the Cheshire sandstone ridge; and our dedicated Infant and Junior School is just down the road in the charming and picturesque village of Aldford.

Our College is a unique, inspiring, and memorable place to learn and grow, where our caring and committed teaching and support staff will do all that they can to help our pupils to be the best that they can be.

We are a safe and friendly school community, where we look out for each other and where we work with each child’s individual interests, passions, and strengths; while also encouraging them to try new things, take risks, and be creative.

For clarity – Abbey Gate College is the trading entity of Deeside House Educational Trust Limited, a company limited by guarantee and a registered charity – we usually refer to it as the “Trust”.

Our Mission:

We are committed, within our safe and caring community, that each one of our pupils will become the best that they can be and have the self-belief to go forward into this changeable world with courage and with compassion.

Our Aims:

We pursue our whole College mission, guided by three defining and aspirational aims:



SELF

Each pupil cares for their mental and physical wellbeing; learns and achieves to their individual potential; and is content, comfortable and confident to be who they are in our diverse and inclusive College.



SERVICE

Each pupil makes a positive difference to the lives of others in our College, as well as in our local and in wider, global communities.



SUSTAINABILITY

Each pupil contributes towards preserving and protecting the planet we all inherit and share, and has the opportunity to be creative and innovative; to help further humanity's progress in the future.

Thank you for taking the time find out more about us. If you feel that you could bring the right balance of care, commitment, expertise, and enthusiasm to this role, we would welcome your application.

Andrew Grime, BEng, MBA, CEng, C.WEM, MICE, FCIWEM

The Post:

The Clerk to Governors & Trust is an important role within our whole College structure, since it provides critical support and guidance for our Chair of Governors and Members of our Governing Board and Trust. This role includes the need for a regular, varied, and highly efficient administrative service, ensuring that information is prepared, shared, and managed in accordance with strict legal requirements and appropriate confidentiality.

The post-holder must be available to attend three Board Meetings per academic year (one per term), 15 Governing Body Sub-committee Meetings per academic year (five committees, three meetings per year of each committee), the Trust's AGM, and any other meetings or project work, as required, throughout the year (with notice).

Flexibility is required within the role, as demands of work will vary depending on the time of the academic year, timings of meetings, and the respective needs of Governors or Trust Members throughout the week. Board Meetings are held during the day and Sub-committee Meetings are from 4.00pm, until approximately 6.00pm, usually on Wednesdays.

Hours will be a maximum of 400 hours per year, mainly term time only (i.e. 11.5 hours per week).

Should it be necessary to work in excess of 400 hours per year this should be claimed as additional hours, with the prior agreement of the Chair of Governors and the Finance Manager.

The Clerk to Governors and Trust would be employed by Deeside House Educational Trust Limited (t/a Abbey Gate College) with the point of contact at the College being the Human Resources and Staff Wellbeing Manager. The Clerk would be directly responsible to the Chair of Governors who will undertake periodic appraisal of the Clerk, conducted alongside a more thorough review of governance.

The post-holder will support the Chair of Governors, the wider Board, and the Trust, adhering to strict confidentiality at Governor level for specific governance-related matters, as advised by the Chair of Governors in accordance with relevant constitution and regulations.

Key Responsibilities:

1. Ensuring that governance is carried out in accordance with the Governing Instrument for Abbey Gate College with particular reference to:
 - Size and membership of the governing body and Trust.

- Retirement of existing governors and Trust members, and appointment of new governors and Trust members.
- Regularity of meetings.
- Maintaining a record of attendance at meetings.
- Maintaining relations with nominating bodies.
- Ensuring the appointment of officeholders.
- Ensuring that decisions are made, and recorded, in accordance with governing protocols.
- Ensuring that the Governing Instrument still meets the needs of Abbey Gate College and advising the Governing Body of appropriate or necessary amendments.

2. Preparing, reviewing and updating additional governance protocols:

- Identification of Committees and Working Groups.
- Ensuring that appropriate Terms of Reference exist for the Board, Committees and Working Groups (normally prepared by their Chairs and ratified by the full Governing Body).
- Recording membership & Chairmanship of the Board, Committees & 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.

3. In liaison with the HR & Staff Wellbeing Manager, conducting for all new governors, on behalf of the Chair of Governors:

- Formal identity checks.
- Right to work in UK checks.
- DBS disclosure check or equivalent.
- Registration with Companies House as a director (for incorporated schools) and as a trustee with the Charities Commission.
- Completion of all necessary documentation.
- Conflict of interests.

4. Induction and training of new governors:

- In liaison with the HR & Staff Wellbeing Manager, organising agreed and appropriate training for all governors, as agreed by the full Governing Body, and recording such training.

5. Ensuring that all governors are aware of their statutory responsibilities, especially their responsibility for the safeguarding of all pupils at Abbey Gate College:

- Arranging and monitoring regular training and updates for governors in these areas.
- Ensuring that the systems through which College leaders and staff report to governors are fully robust and effective in helping governors to fulfil their statutory responsibilities.
- Supporting all governors with any practical arrangements and scheduling, to enable and ensure a regularity and effectiveness of in-person contact and involvement with the life of the College.

6. In addition to matters of statutory compliance, ensuring compliance with instructions of the Charity Commission and Companies House:

- In liaison with the Finance Manager, ensure that audited accounts and any other annual returns are uploaded as required, together with any Board resolutions.
- Ensuring all information regarding the Governing Body (date of appointment, date of re-election and date of retirement) and the Trust (date of appointment and correspondence details) is kept updated.

7. Ensuring the efficient functioning of governance:

- Communication with governors between meetings.
- Maintaining and updating the governors' area of Abbey Gate College website and ensuring all information required by Board and Committee members is up to date and accessible via the relevant Teams folders.
- Preparing and circulating timetables of meetings of the full Governing Body and its Committees.
- Preparing and circulating agendas for meetings of the full Governing Body and its Committees, in consultation with the Chair of Governors, the Chair of the respective Committees and relevant College leaders – it is possible that some meetings may be virtual or hybrid.
- Ensuring satisfactory circulation of pre-meeting papers in consultation with relevant College leaders.
- Ensuring practical organisation of and arrangements for all meetings, including for the Trust AGM.
- Ensuring appropriate minuting of these meetings & the prompt circulation of these minutes with the approval of the Chair of that meeting.
- Ensuring each meeting is Quorate.
- Overseeing occasional audits of governance (either internal or external), as instructed by the Chair and maintaining the Board-approved Strategic Plan.
- Working with the Chair and with any Committee that might have been established for this purpose, ensure that an appropriate process exists for succession-planning for the Governing Body, maintaining a skills matrix (if appropriate) and advising the Chair accordingly.

- Following instructions from the Governing Body regarding routine appraisal of the Head.
- Following instructions from the Governing Body regarding processes for the appointment of the Head when the need arises.
- Organising and making appropriate arrangements for the establishment of any panels of the Governing Body that may, from time to time, be required to hear appeals or to deal with complaints or grievances (including the identification of independent members to join these panels where appropriate).
- Completing an annual conflicts of interest check and alerting the Chair of Governors to any conflicts as a matter of urgency.
- Maintaining full and appropriate records of all governance activity.

Key Qualities and Person Specification:

The Clerk to Governors & Trust will demonstrate the following skills, experiences and qualities:

- Excellent professional and personal qualities, including a high level of interpersonal skills and with the ability to remain calm under pressure.
- Confidence in communicating with colleagues throughout the Abbey Gate College community at all levels.
- Proactive and organised, with excellent planning and organisational skills, able to prioritise their workload whilst working to deadlines.
- Highly developed minuting skills in order to provide clear and concise minutes as a record of meetings.
- Excellent ICT (Teams, Word, Outlook, Excel, PowerPoint), literacy and numeracy skills.
- Flexible and willing to undertake training to ensure and promote best practice.
- Understanding of, and ability to work within a highly confidential role, maintaining appropriate confidentiality at all times, and having a professional awareness of GDPR / Data Protection.
- Committed to the mission, aims, ethos and standards of Abbey Gate College, the Governing Body and the Trust.

Safeguarding & Child Protection:

Abbey Gate College is committed, as a priority, to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.

Applicants will, therefore, be subject to stringent vetting and induction processes, including an enhanced DBS disclosure. **References for shortlisted candidates will be requested prior to interview;** please inform your referees. A social media search will be completed for all shortlisted candidates.

Whilst criminal convictions are not necessarily a bar to appointment, this safety consideration will be central to all decisions regarding the employment of staff, approval of volunteers, and standards of external contractors.

Shortlisted candidates will be asked to complete a criminal records self-declaration form prior to interview.

Equality, Diversity & Inclusion:

We are committed to equality of opportunity for all staff and to treating all staff with dignity and respect. Therefore, applications from individuals are encouraged, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

Salary, Terms and Conditions:

£8,042 (based on 400 hours per year).

We envisage that the Clerk to Governors will work a maximum of 400 hours per year, mainly during term time, but the post does require some flexibility regarding hours worked, as some months are busier than others.

Process for Applications:

The closing date for applications is Monday 11th August 2025 at 9.00am.

Interviews will take place shortly after the closing date.

In order to apply for our Clerk to Governors & Trust vacancy, please complete our Abbey Gate College application form (available at <https://www.abbeygatecollege.co.uk/about-us/vacancies/>).

Please also include a covering letter, which should be addressed to Mr Andrew Grime, explaining your interest in, and suitability for, this role and the College.

Your completed application form and covering letter should be returned to Mrs Sue Moran, HR and Staff Wellbeing Manager, at: sue.moran@abbeygatecollege.co.uk by the above closing date.

Should you require any additional information or assistance regarding your application, please also contact Sue Moran, who can arrange a conversation with the Chair of Governors, if this would be helpful

Please visit our website at www.abbeygatecollege.co.uk for more information about the College.