



Job Description

Job Title:	Clerk to Governors (Governance Lead)
Responsible To:	Director of Finance and Operations
Department:	Bursary
Date of Issue:	October 2026

About the role

The Clerk to Governors plays a pivotal role in supporting the effective governance of the Kingswood Foundation. The post holder will provide independent, professional and confidential advice and administrative support to the Governing Body, its committees and working groups, helping governors to discharge their responsibilities effectively and in accordance with the Foundation's governing documents, legal and regulatory requirements, and recognised good governance practice.

The role requires the highest professional standards, sound judgement, discretion, flexibility and initiative. The post holder will also work closely with the Chair of Governors, Committee Chairs, the Principal and other members of the Foundation Leadership Team, while maintaining the independence and objectivity appropriate to the governance function.

Whilst reporting to the DFO, the postholder will have a direct link to the Chair of Governors. The role includes meeting administration, governance advice, regulatory and statutory administration, maintenance of governance records, governor induction and development, and support for board effectiveness. Some meetings will take place outside normal working hours, and flexibility will therefore be required across the governance cycle.

A career at Kingswood offers the opportunity to be part of a supportive and forward-thinking community that values excellence, innovation, and personal growth. Rooted in our core values - Care for Each Individual, Educate for Life, Serve the Community, and Live Sustainably - we foster an environment where staff are empowered to thrive.

Key responsibilities

Governance advice and assurance

- Advise the Chair, Governing Body and Committee Chairs on constitutional, procedural and governance matters, seeking external professional advice where appropriate.
- Promote high standards of governance and support compliance with the Foundation's governing documents, relevant legislation, regulatory requirements and recognised independent-school governance practice.
- Monitor relevant developments in school governance, charity and company administration, and bring material changes to the attention of the Chair, Director of Finance and Operations and other appropriate senior leaders.
- Maintain an annual governance calendar covering meetings, statutory submissions, policy approvals, governor terms of office, training and other key governance activity.

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- Support periodic reviews of governance effectiveness, committee structures, terms of reference, delegated authorities and governance policies.
- Maintain the register of governors' interests and support the proper identification, declaration and recording of conflicts of interest.

Governing Body and committee administration

- Plan and coordinate meetings of the Governing Body, its committees and working groups, liaising with the relevant Chair and senior leaders.
- Prepare draft agendas, collate and quality-check papers, and circulate meeting packs securely within agreed timescales.
- Attend meetings and produce timely, accurate and objective minutes that clearly record decisions, challenge, assurances received, actions, responsibilities and agreed timescales.
- Maintain action logs and follow up agreed actions, escalating overdue or material matters to the relevant Chair.
- Maintain the secure governance portal and an orderly, accessible and confidential archive of agendas, papers, minutes and approved records.
- Coordinate the annual programme of governance meetings, strategy days, training events and governor visits.

Statutory and regulatory administration

- Maintain accurate records of governor appointments, retirements, reappointments, committee membership, attendance, terms of office and nominated or linked responsibilities.
- Coordinate the administrative requirements associated with the appointment of governors, including liaison with People and Culture regarding safer recruitment, safeguarding and other required checks.
- Support and, where authorised, complete relevant filings and notifications to Companies House, the Charity Commission and other bodies, ensuring appropriate approvals and records are retained.
- Maintain current copies of the Foundation's governing documents, committee terms of reference, schemes of delegation and relevant governance policies.
- Support the preparation and governance review of relevant sections of the annual report and accounts.
- Provide governance documentation and evidence required for inspection, audit and compliance reviews.

Governor recruitment, induction and development

- Support the Chair and relevant committee with governor succession planning, recruitment and appointment processes.
- Coordinate governor induction and provide new governors with appropriate governance documents, policies, training and access to the governance portal.
- Maintain governor skills audits, training records and attendance records, and help identify development requirements.
- Promote relevant training and sector updates from AGBIS, ISBA, ISC and other appropriate professional bodies.

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Communication and relationships

- Act as a principal point of contact for governors on governance and meeting matters.
- Develop effective and professional relationships with governors, senior leaders, external advisers and regulatory bodies.
- Coordinate formal communications to governors and ensure that requests for information, decisions and approvals are directed and recorded appropriately.
- Exercise tact and judgement in handling sensitive, confidential or legally privileged information.
- Undertake other governance-related duties and projects commensurate with the scope and level of the post.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time.

Skills, qualifications and experience

A good standard of general education, normally to at least A-Level or equivalent, is essential, together with experience of supporting a governing body, board, committee or senior leadership forum within a professional environment. Proven experience of preparing agendas, coordinating high-quality meeting papers, taking accurate formal minutes and maintaining action logs is required, alongside a sound understanding of good governance principles and the distinction between strategic governance and operational management. Excellent written communication skills are necessary, with the ability to produce clear, concise and accurate governance documentation, supported by strong organisational and time-management skills to manage a cyclical workload, balance competing priorities and attend occasional evening meetings. A high level of ICT proficiency, particularly in Microsoft 365 applications and secure document management or board-portal systems, is also essential.

The role requires tact, diplomacy, sound judgement and absolute discretion when handling sensitive and confidential matters, together with the confidence to provide objective advice, appropriately raise governance concerns and work constructively with senior stakeholders. Meticulous attention to detail, a proactive and solution-focused approach, and an understanding of, and sympathy with, the ethos of independent schools and the Methodist ethos of Kingswood are all key requirements for the role.

Previous experience within an independent school, education, charity or other similarly regulated environment would be advantageous. Knowledge of charity governance, company administration, the Independent School Standards and the independent-school inspection framework is desirable, as is experience of Companies House and Charity Commission administration. A relevant governance, company secretarial or related professional qualification would be beneficial, although a willingness to work towards an appropriate qualification is equally valued. Familiarity with AGBIS and ISBA guidance, best practice resources and professional development opportunities would also be advantageous in supporting the effective operation and continuous development of the governing body.

Child protection

It is your responsibility to help promote and safeguard the welfare of children and young persons for whom you are responsible, or with whom you come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, you become aware of any actual or potential risks to the safety or welfare of children in the school, you must report any concerns to the School's Designated Safeguarding Lead. Protecting children from the risk of radicalisation is part of the School's safeguarding duties (under the Prevent Duty).

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Competencies

The Kingswood Competency Framework sets out the expected level of performance at a given level – the ‘competency profile’. The competency profile is used to support objective setting, appraisal, and continuous professional development planning.

Competency Profile: Level 6 – Team Member (Delivery Expert):

Cluster	Competencies		
Strategy & Innovation	Strategic View	Planning for Improvement	Effective Decision Making
	Proactively and effectively implements strategic plans. Understands strategic planning process and assists in planning activities for the team/department.	Implements improvements within own department. Plans and monitors improvement initiatives.	Manages decision-making processes within a team. Makes decisions that positively impact team performance.
People	Leading and Communicating	Working Together	Developing People
	Manages team communication. Influences and leads discussions effectively.	Manages and drives team collaboration. Ensures effective 'joined-up' team performance.	Manages development initiatives. Identifies and addresses development needs in the team.
Delivering Results	Technical Delivery	Analytical Thinking	Problem Solving
	Effectively manages complex technical tasks and projects. Provides technical leadership and guidance.	Productively manages analytical projects. Derives insights and solutions from complex data/information.	Leads problem-solving initiatives. Effectively drives solutions for significant challenges.
	Delivering at Pace	Delivering Quality	Delivering Value
	Effectively leads delivery of projects. Drives timely and efficient results.	Proactively leads quality assurance efforts. Drives quality improvements within the team.	Leads initiatives that focus on delivering substantial financial value. Ensures value is maximized across all projects.

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Terms and conditions

Normal hours of work

Normal working hours will be 25 hours per week, 34 term-time weeks per year plus 4 additional weeks (to be determined by the Director of Finance and Operations). Work pattern will be agreed with the successful candidate. Flexibility will be required to attend governance meetings, some of which may take place outside normal working hours. Arrangements for varying working hours across the governance cycle will be agreed with the line manager.

Holiday

Paid holiday entitlement is 6.6 weeks pro rata, inclusive of bank holidays.

Staff development review

Staff development review will be undertaken by the Chair of Governors, with input from the Director of Finance and Operations as appropriate.

Pay & benefits

A competitive salary is offered in the region of £19,795 to £23,188 per annum (actual), equivalent to a full-time annual salary of £35,000 to £41,000. The salary includes payment in respect of paid holiday entitlement and is dependent on qualifications, skills and experience.

Kingswood School has high expectations of staff and seeks to reward them with beneficial conditions of service, including:

- Professional development and training
- All staff enjoy free meals provided in the Dining Room, with refreshments available during the day
- Part remission of fees at Kingswood Nursery, Prep and Senior Schools for children of employees, subject to the normal competitive entry requirements. Fee remission is not a contractual entitlement; the Governors reserve the right to vary or withdraw it
- Staff are welcome to use the leisure and sports facilities, including the swimming pool, gym and tennis courts, set within the School grounds
- Parking is available around the School site
- Stakeholder Pension Scheme
- Death in Service benefit
- Cycle to Work Scheme
- Employee Assistance Programme, providing independent, free and confidential practical and emotional support
- Kingswood has a strong sense of community, with opportunities to become involved in sport, music and social events.

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Application process

Please visit our website <https://www.kingswood.bath.sch.uk/about-us/employment-opportunities> to read our policies for Recruitment, Selection and Disclosure Procedure, and Child Protection and Safeguarding Policy including EYFS.

Please email recruitment@kingswood.bath.sch.uk to request an application form.

Closing date for applications is **Monday 2 November, 9am**. Early Applications are encouraged.

Completed Application Forms should be returned by email (or by post: Recruitment Administrator, Kingswood School, Lansdown, Bath, BA1 5RG).

Please note that applications will only be accepted from candidates completing the School's application form in full. Please ensure that there are no gaps in education/employment history. The School is unable to accept CVs in substitution for a completed application form.

If you have any questions about the recruitment process please contact Hannah Sweeney, Recruitment Administrator recruitment@kingswood.bath.sch.uk or 01225 734350.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

As an equal opportunities employer, Kingswood School is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We offer a welcoming and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply.

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