

Governance Professional

We wish to appoint a Governance Professional who will be responsible for preparing the papers, taking minutes and other administrative tasks to aid the smooth running of the Governing Body (approximately 10 hours per Full Governing Body meeting and 5 hours per committee meeting)

The Governance Professional is required to attend approximately 15 meetings a year. The salary is Bucks Pay Range 3 (unqualified £16.89 per hour including holiday pay) and starting on Bucks Pay Range 5 (qualified £19.98 per hour including holiday pay). Full training will be provided with the option to complete the professional training.

The key responsibilities will involve:

- Administration of meetings - including preparing agendas, papers and producing minutes of meetings.
- Provide advice to the Governing Body on governance, constitutional and procedural matters.
- Monitor membership - including supporting recruitment of new Governors as required and recording Governor attendance at meetings.
- Manage information in accordance with legal requirements.
- Ensure ID cards and the governor photo display are kept up to date.
- To clerk Governor Panels, eg. pupil's disciplinary, on an adhoc basis.
- To maintain the JCS pages on Governor Hub, uploading documents etc.
- To maintain confidentiality at all times.
- To remain impartial at all times.
- A flexible approach to working hours is essential, together with good time management and excellent communication skills.

Start date September 2025

Applications can be made via My New Term

<https://mynewterm.com/jobs/137261/EDV-2025-JCS-92667>

Closing date: 9am Monday 1 September 2025.