

# SCHOOL BUSINESS PARTNER



## Clerk to Governors Role

Dear Applicant

Thank you for expressing an interest in working for School Business Partner as a Clerk to the Governing Board.

School Business Partner is a small but growing educational consultancy, set up by myself in 2016. We work with schools and academy trusts in three broad areas. Effective resource management, leadership and management training/coaching and governance services.

Our governance services currently support over 30 schools located in Sheffield, Rotherham, Barnsley, NE Derbyshire and North Notts. We work with a wide variety of schools ranging from LA Maintained Primaries, through to medium to large Multi Academy Trusts.

The clerk to the school governing board is an independent role in the sense that, apart from governing body meetings (which are held at school) your work will be completed at home at a time of your choosing. Because of this aspect of the role we feel it is important that you work in a supportive system. As a clerk you will receive a comprehensive induction workshop and will access half termly CPD Networking meetings with our clerking team. You will have access to me and our Clerk Co-ordinator for advice and guidance at any time. Your work will be quality assurance checked and you will receive regular feedback on your work, including pointers for improvement.

You will have received our Job Description and Application Form with this pack.

Whilst it is certainly an advantage to have experience of the school system, it is not an essential requirement. Even people who have worked in school will not necessarily have any knowledge or understanding of school governance. So if you have strong administrative skills, are highly organised, have good communication skills and enjoy working with people please consider making an application. We will give you the knowledge of school governance through our training and probation system.

If you would like to have an informal telephone conversation before putting in your application, please contact us using the details at the bottom of this letter.

The clerk role is ideal for someone who is wanting something which can fit around existing work or caring responsibilities. It is rewarding in that together with the school governing board, you can drive school improvement and improve outcomes for our young people.

Kind regards, Andrew Blench (Director)