Queen Elizabeth's Grammar, Alford

Clerk to Governors

Required for November 2026 (or before if available)

NJC Scale 8-11 (depending on experience)

We are looking to appoint a reliable, efficient and suitably skilled part-time Clerk to Governors to join our team. The successful applicant will be required to attend all Full Governing Body and Sub-Committee Meetings. This role requires a flexible approach to working hours and the option to clerk meetings remotely from home is possible for some sub-committees. We currently have 6 FGB Meetings per annum with further sub-committee meetings for the following:

- Finance, Audit & Risk Committee (6 meetings per annum)
- HR & Salaries Committee (1 meeting per annum)
- Policies Committee (1 meeting per annum)
- Curriculum & Standards Committee (3 meetings per annum)
- Headteacher's Performance Management Meeting
- Members Meeting (1 meeting per annum)
- Strategy Day

We are ideally looking for someone who:

- Is an efficient and effective administrator.
- Is able to set agendas and take detailed minutes.
- Is able to source and provide advice to the governing body on governance, constitutional and procedural matters.
- Is able to abide by the confidentiality of the role at all times.
- Is competent with IT.
- Ideally holds a Level 3 Certificate in the Clerking of School and Academy Governing Boards.
- Has been employed in a school setting previously.

Queen Elizabeth's is a Selective Academy, currently having 581 pupils on roll and is in the small, rural town of Alford. Queen Elizabeth's is a very friendly and caring community in which pupils are known and valued individually. The atmosphere is calm, happy and purposeful; standards of attainment, behaviour and dress are high, and we are proud of our reputation as one of the top schools in the East Midlands whilst offering a holistic, supportive approach to education.

How to Apply

For further details about the school please visit our website, http://www.queenelizabeths.co.uk/ For an application form please contact Mrs A Duff (PA to the Headteacher) on 01507 462403 or a.duff@queenelizabeths.co.uk or visit our school website.

The deadline for applications is Friday 13 November 2026 at 12 noon with an aim to interview shortly thereafter.

Queen Elizabeth's Grammar is committed to safer recruitment practice and pre-employment checks in line with KCSIE 2026 will be undertaken before any appointment is confirmed. 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. The post is subject to an enhanced Disclosures and Barring Service clearance.

Fluency Duty

In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. All shortlisted candidates will need to verify their eligibility to work in the UK at interview.

Queen Elizabeth's Grammar, Alford, Station Road, Alford, LN13 9HY