



Maidstone Grammar School for Girls

Non sibi sed omnibus

Governance Professional (Clerk)

Salary	Kent Salaries KSG £17.84 per hour, casual contract. You are also entitled to holiday pay, which will be calculated at the same rate.
Hours	These vary per month and are claimed on a month by month basis with an expectation of a minimum of 40 hours per year, rising to an expected maximum of 80 hours per year. There is both flexible home working and a requirement to be present at meetings in school.
Commitment	Calendared meetings take place on Wednesday evenings. Generally between 4.30pm to 7pm. There are 10 of these per academic year, together with the preparation of agendas and production of the minutes of each meeting. Additional ad hoc meetings as required in order for the Governing Body to meet its statutory obligations.

We are seeking a Governance Professional (Clerk) to:

- manage our Governing Body administration, ensure legal compliance.
- provide procedural advice, and support the effectiveness of the Governing Body.
- handle minutes, agendas, records and offer independent advice on governance matters.
- act as the linchpin for smooth, compliant board operations, supporting strategic decision-making, and ensuring statutory duties are met.

Key Responsibilities of the Governance Professional

- Procedural Expertise: Advising on governance procedures, ensuring meetings run smoothly, and taking minutes.
- Legal Compliance: Ensuring the board meets all statutory duties and operates within the legal framework.
- Administrative Management: Managing board information, membership records, training records, and agendas.
- Strategic Support: Providing independent advice to help the board with strategic decisions and improve overall governance.
- Information Hub: Keeping governors informed about training, conduct, priorities, and best practices.

The Application Process

Application forms and full details can be found on our [Vacancies page on our website](#). Applicants should complete the application form and email it to [Ms Starns](#), PA to the Headteacher. Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). References will be requested prior to interview.

Important Dates

Closing date for applications: 8am on 30th January 2026
Interview date: 5th February 2026



Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. The School will undertake an online check of shortlisted candidates in accordance with the requirements of the current edition of Keeping Children Safe in Education. For more information please see our [Safeguarding Policy](#).

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our [website](#).

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).

The post is exempt from section 4 (2) of the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)). It is not, therefore, in any way contrary to the Act to reveal any information concerning convictions which would otherwise be considered as "spent" in relation to the applicant's suitability for employment. Any such information will be kept in strict confidence and only used in consideration of the suitability of the applicant for such a position where such an exemption is appropriate.