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APPLICATION PACK

Governance Clerk – Casual



Thank you for your interest in working for Altus Education Partnership.

Altus Education Partnership was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from our desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies:

- **Rochdale Sixth Form College** opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables.

- **Edgar Wood Academy** is a secondary school which opened in a new build in 2021 under Wave 13 of the Free Schools' programme. The Academy has already established a strong reputation in the local community.

- **Kingsway Park High School** has a strong track record of providing its students with an excellent education. The Academy recently benefitted from a new teaching block which opened at the end of 2024.

- **Bamford Academy** provides a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community.

- **Caldershaw Primary School** joined us in July 2025 and is another Ofsted Outstanding provider. The staff bring a wealth of experience in the primary sector and is regularly oversubscribed.

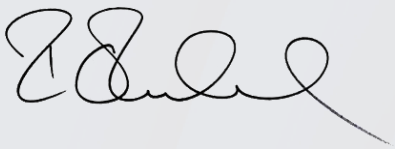
Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and several of these schools entering into a Trust Partnership Agreement. This means that within three years the Trust could see around 10,000 pupils and students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

If you feel inspired by our strategy and what we are trying to achieve, I'd be delighted if you submitted your application. Full details and all documentation are in this pack; if you wish to discuss the post further, please do not hesitate to contact us.

I very much look forward to hearing from you.

Yours faithfully



Richard Ronksley
CEO

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1. Our Mission (What we do)

To advance education in the borough of Rochdale and its surrounds so that young people lead happy and fulfilling lives and make a positive difference to their communities and society.

2. Our Values (What we believe)

At every level of the Trust, we fully subscribe to the Seven Principles of Public Life. Regardless of legal status, we expect a similar commitment from those with whom we work.

In addition, we are:

Committed to improving the lives of our young people

Clear on our approach to inclusivity and excellence

Dedicated to the borough of Rochdale, its communities, and its surrounds

Accountable for our actions. We will always seek solutions, not blame

Responsible for one another. If one fails; we pull together. If one succeeds; we celebrate. Success or failure; we all learn
We do what we say we'll do, and we do it well

3. Our Vision (Where we want to be)

To create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough.


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MAKING YOUR APPLICATION

I hope that when you read this pack you are inspired to apply for the post. If you are, then this is what you need to do:

Application

1. Click the APPLY NOW button on the job advert page on our website through My New Term.
2. Complete the application online

Deadline

The deadline for the post is **Tuesday 25th November 2026** to arrive no later than 12:00 noon.

Interviews are to be held week commencing **Monday 30th November 2026**

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful at this time.

Salary **Hourly rate of pay £20.24 - £22.58 per hour (1st September 2026)**
SFCA Support Scale, points 20 – 24 (£39,055 - £43,554 FTE)

Start Date **As soon as possible.**

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all its staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSiE, the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least one reference prior to interview.

Job Description

Job Title:	Governance Clerk (Casual)
Reports to:	Governance Professional
Contract:	Casual – Hours will be in the evening
Salary:	The hourly rate is £20.24 - £22.58 per hour. The hourly rate will be paid for preparation/minuting of meetings plus attendance at meetings.
Location:	Trust wide
Start Date:	Immediate

Purpose of the post

The Governance Clerk will provide administrative and secretarial support to the Local Governing Body, ensuring that they adhere to legal, regulatory, and internal governance frameworks.

The Clerk is a key point of contact for the Chair of Governors and the Headteacher in particular and is a valuable support in ensuring that governing body meetings are efficient, compliant and focused. The role involves developing relationships with stakeholders who are at the core of the academy's operations, as parents, staff and community members join together as governors to oversee the direction of the academy. The clerk is an important member of the team, and the role develops transferable skills whilst providing the opportunity to learn about all aspects of an academy's provision.

The Clerk will assist with the preparation and management of board meetings, documentation and reporting, ensuring that governance processes are efficiently executed and in compliance with the Trust policies. The organisation of meetings and storage of documents is made simple by the MIS system 'Onboard' and full training in the use of the system will be provided.

Responsibilities

Board Meeting and Internal Governance Support:

- Assist with the scheduling and organising of board meetings.
- Distribute meeting materials to governors in a timely manner.
- Prepare meeting agendas, attend meetings, and record minutes.
- Ensure that meetings follow the correct procedure, are quorate, and comply with the expectations set out in the Governance Code of Conduct.
- Ensure that decisions and actions from meetings are accurately recorded and followed up on.
- Liaise with the Trust Governance Professional to share governance information and review practices.
- Ensure governors have completed mandatory training within set deadlines.

Documentation Management:

- Create, maintain and distribute up-to-date documents such as agendas, minutes, attendance records, training records and declarations of interest. Ensure that documents are stored in 'Onboard'.
- Ensure that all filings are completed accurately and on time.
- Handle confidential and sensitive information with discretion.

Compliance and Regulatory Support:

- Assist in monitoring and ensuring compliance with Trust policies, regulations, and governance standards.
- Keep track of governance requirements and deadlines, ensuring the organisation meets its obligations.

General Administration:

- Provide administrative support to the governance team as needed.
- Coordinate communication and correspondence for governance-related matters.
- Handle other duties related to the governance function as assigned.

General Requirements

Safeguarding children and young people

Altus Education Partnership is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Health and Safety

The postholder must carry out their duties with full regard to Altus Education Partnerships Health and Safety Procedures.

Working Conditions

- Casual ad hoc only
- Academy-based with occasional remote work options.
- Will require attendance at evening meetings or occasional travel within Rochdale.

Other

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An Enhanced DBS check will be carried out on the successful candidate
- The Trust is committed to equal opportunities for all
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work
- The terms and conditions are specified within the contract of employment

This job description is a representative document. Other reasonably similar duties may be allocated from time-to-time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person specification

QUALIFICATIONS	Essential (E) Desirable (D)	Application	Interview
A degree or diploma in Business Administration, Law, Governance, or a related field is preferred.	D	√	√
EXPERIENCE			
Previous experience in a governance or administrative role	E	√	√
Familiarity with governance principles and regulatory requirements is an asset.	D	√	√
SKILLS			
Excellent written and verbal communication skills.	E	√	√
Strong organisational and time-management abilities	E	√	√
Attention to detail and accuracy in documentation.	E	√	√
Proficiency in office software (e.g., Microsoft Office Suite).	E	√	√
Ability to maintain confidentiality and exercise discretion.	E	√	√
Basic knowledge of legal and compliance matters.	D	√	√
PERSONAL ATTRIBUTES			
High level of professionalism and integrity	E	√	√
Ability to work independently and as part of a team	E	√	√
Strong problem-solving and analytical skills	E	√	√
Ability to manage multiple tasks and meet deadlines in a fast-paced environment	E	√	√



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