Carlisle & Hampton Hill Federation

Federation Clerk Advert

- **Part time: Zero Hours - we anticipate the role will require ~~up to~~a maximum of 15-20 hours per month depending on meetings (daytime and evenings)**
- **Fixed term for 1 year - Review zero hours status at the end of the year**
- **Salary: NJC Scale 6**
- **Location: Carlisle and Hampton Hill Federation, TW12**

Are you organised, proactive and committed to supporting effective school governance? We're seeking a Federation Clerk to join our friendly federation team at Carlisle and Hampton Hill Federation.

You'll play a key role in supporting the work of our governing board, ensuring meetings are well organised, compliance is maintained, and governors receive high-quality advice and guidance. This is an excellent opportunity to use your administrative and communication skills in a rewarding, flexible role that makes a real difference to our school community.

What you'll do:

- Organise and administrate meetings and hearings for the federation's board and committees
- Prepare agendas, minutes and documentation
- Attend termly clerks briefings with AfC and any required training
- Advise on governance, policies, procedures and statutory requirements
- Maintain accurate records and oversee board recruitment and compliance checks
- Support governors' professional development and manage communication between the board and school leaders
- There may be occasional special circumstances when extra hours will be required for complaints etc

What we're looking for:

- Experience in administration and minute-taking (preferably in an education/governance setting)
- Good knowledge of school governance or willingness to learn
- Excellent communication, organisation and IT skills

- Integrity, discretion and a commitment to upholding the highest standards

Federation benefits include:

- Supportive leadership and a friendly federation team
- Professional development opportunities
- Local authority Pension scheme and wellbeing initiatives
- Working remotely when not on site for in person meetings

To apply, please complete our application form and return it by Friday November 27th at 09.00 am to Danielle Fawcett **d.fawcett@hamptonhill.richmond.sch.uk**. Interviews will be held on the 14th and 15th December 2026.

For further information or to arrange an informal chat about the role, please contact the school office.

Safeguarding:
Carlisle and Hampton Hill Federation is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory completion of safeguarding checks.

Equality:
Carlisle and Hampton Hill Federation is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.