

Carlisle & Hampton Hill Federation



Federation Clerk Advert

- **Part time: Zero Hours - we anticipate the role will require up to 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 the 29th May at 09.00 am to Danielle Fawcett d.fawcett@hamptonhill.richmond.sch.uk. Interviews will be held on Wednesday the 5th June 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.