

Clerk job descriptions and claim form

Following consultation we have revised the job description for clerks. We have also amended the payroll guidance to reflect changes to the role over the past few years.

- [Scale 6 Clerk to the governing board - job description](#) (word) *
- [Scale 6 Clerk to the governing board person specification](#) (word) *
- [Scale 8 Clerk to the governing board – job description](#) (word) *
- [Scale 8 Clerk to the governing board - person specification](#) (word) *

*Broadly speaking the scale 6 job description is aimed at governing boards who are recruiting a new clerk or have in place a clerk who does not carry out the full range of clerking duties. The scale 8 job description is for clerks who provide a full professional service in all aspects including advice, guidance and support on legal, compliance and membership matters.

Reminder from HR

Pay rates and payroll

Please note clerks on 'as and when' contracts are liable for paid annual leave (pro rata). For more information on this please contact your HR provider

Appointment checklist

The school will need to decide if the post is a fees post or if the clerk will be an employee.

If the clerk is to be an employee the instruction should come to the HR administration team with a completed [appointment checklist](#).

Exception to the pre-screening checks

DBS check is not currently necessary if the clerk will only be working in the evenings when the school is closed to pupils and will have no unsupervised access to pupils in the course of their work.

Adapting job descriptions

You can use the job descriptions in their entirety or adapt them to local needs.

Local arrangements may vary. If the governing board is satisfied with the current clerking arrangements and there are no changes needed to the job description there is no need to do anything. However should you adapt them then the usual HR processes around re-evaluation would need to take place for that post-holder.

Payment

Payment for the above roles will continue to be by [payment claim form](#) (excel) for each meeting.

Guidance notes (pdf)

Guidance information to help calculate the number of hours to claim for governing board duties. However, this will vary from school to school so clerks and chairs should ensure that prior to any work being carried out it is clear what remuneration is.

Guidance on the recruitment, employment induction and performance management of clerks

Ealing governor services have developed [guidance and a range of helpful templates for schools/governing boards](#) (word)* on the recruitment, employment induction and performance management of clerks.

Ealing provides training and support for all clerks including termly briefing sessions. Details can be found at [Ealing CPD online](#)

Support staff performance management and review process

Clerks employed by schools should be subject to the same review process as that used for other admin in their school.

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Related services

[School governance development 2025/26](#)

Contact:

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