

Clerking Services Coordinator

Job Summary

Salary:	£32,850 per annum for 27.5 hours per week - equivalent to full time salary of £43,000 per annum
Hours per week:	27.5 hours per week (0.76 FTE)
Working pattern:	The role is expected to be worked across 5 days per week (Monday - Friday), with a daily presence required (either on-site or remote) to support service delivery. We require at least two days a week in person in Camden. We support flexible working arrangements, depending on the needs of the service.
Contract type:	Permanent
Closing date:	10 August 2026
Interviews to be held:	Week commencing 24th August and week commencing 31 st August 2026

About Camden Learning

Camden Learning is a pioneering school-led, place-based partnership. A joint enterprise, launched by Camden schools and Camden council in 2017, we are a unique organisation founded on the principle that there is far more we can achieve together than by acting alone. In consultation with our schools and the communities, we outlined our ambitions for education in Camden in our strategy for 2030, [Building Back Stronger](#). This is built on the twin pillars of excellence and equity so central to the Camden system of education.

Within Camden Learning, the Governor Services team delivers professional clerking, governance advisory and complaints support to schools, ensuring statutory compliance and effective governance.

Role purpose

To coordinate the delivery, allocation and quality of Camden Learning's clerking service, ensuring a consistent, professional and compliant governance support offer to schools. The postholder will operate as an experienced governance professional with a strong operational focus on service coordination, systems oversight and quality assurance. The postholder will prioritise core clerking coordination and service delivery functions, with wider contributions undertaken on a planned basis in line with service priorities and capacity.

The Clerking Service Coordinator will

1. Clerking Service Coordination

- Coordinate the allocation of clerks to governing board, committee and panel meetings
- Oversee a team of 14–25 sessional governance professionals.
- Maintain oversight of meeting schedules and ensure continuity of service delivery across all schools

- Actively monitor clerking capacity, identifying risks, gaps and pressures and taking timely action
- Act as first point of contact for schools in relation to clerking SLA and ad hoc requirements
- Coordinate cover for absence, panels, hearings and rescheduled/additional meetings
- Maintain oversight of the annual meeting cycle, including forward planning of school meeting dates and key governance timelines

2. Clerking Service Operations and Systems

- Oversee the effective use of shared systems, including inboxes, calendars and document libraries
- Maintain organised and accessible records relating to clerking allocations and service delivery and financial reporting
- Support coordination of clerking contracts and annual service planning (e.g. collection of school dates)
- Develop and maintain standard operating procedures to ensure consistency, continuity and clarity across the Clerking Service
- Lead and contribute to the development and continuous improvement

3. Quality Assurance and Standards

- Quality assure clerking outputs and provide clear, constructive feedback to maintain high professional standards
- Identify common issues and lead continuous improvement across the Clerking Service
- Promote consistent expectations of professional clerking practice across all schools
- Work closely with the Governor Services Lead to develop and implement a proportionate quality assurance framework for the Clerking Service, including:
 - agreed service standards and benchmarking
 - sample-based review of clerking outputs
 - feedback loops to support clerk development
 - alignment with SLA expectations and statutory requirements
- Implement and maintain proportionate quality assurance of Clerking Services against SLA deliverables

4. Clerking Workforce Support and Development

- Support onboarding and induction of new clerks, including expectations, systems and documentation
- Contribute to the development of a confident, consistent and capable clerking workforce
- Lead end-to-end coordination of clerk recruitment activity, including selection, interviews and onboarding

- Maintain appropriate records relating to clerks (e.g. contracts, declarations, training)
- Provide operational support and coordination to the clerking workforce (with no direct line management responsibility), including:
 - contributing to termly 1:1 conversations and service check-ins
 - supporting Clerking Service meetings and briefings
 - providing informal advice and guidance on internal procedural and operational matters

5. Stakeholder Liaison

- Build effective working relationships with:
 - Chairs of Governors
 - Headteachers and school leaders
 - Clerks and Camden Learning colleagues
- Provide timely, clear and professional responses to queries
- Support schools in understanding governance processes and expectations

6. Safeguarding and Professional Conduct

- Maintain strict confidentiality and professionalism at all times
- Work within data protection requirements
- Uphold safeguarding responsibilities in line with Camden Learning policies
- Exercise impartiality and independent professional judgement

Qualification requirements

We welcome applications from candidates with equivalent lived or professional experience in place of formal qualifications.

Person specification

Essential

- Significant experience as a governance clerk or governance professional
- Strong understanding of school governance legislation and procedures
- Experience coordinating complex workloads and balancing competing priorities across multiple stakeholders
- Strong organisational skills and ability to prioritise competing demands
- High levels of discretion, integrity and attention to detail
- Ability to provide clear procedural advice to senior stakeholders

Desirable

- Experience of service coordination or quality assurance
- Experience supporting or mentoring other clerks
- Experience of complex or statutory governance processes
- Familiarity with GovernorHub or similar systems

Undertake any other duties commensurate with the grade of the post, including attendance at meetings outside normal working hours where required.

Dispositions

- A pro-active, entrepreneurial approach
- Self-aware and keen to be an active and lifetime learner
- Flexible and agile in style
- Comfortable and confident working both alone and in teams
- Reflective and curious in pursuit of both excellence and equity
- Resilient and persistent in goals, but adaptable to people, context and place
- Values diversity and difference as source of strength and respect
- Ability to listen well and be respectful of others' views, opinions and contributions to achieve outcomes

Work Environment:

The main base of work is 5 Pancras Square. The role operates on a hybrid basis, with flexibility for some remote working. There is an expectation of a minimum of two days per week in the office.

People Management Responsibilities

Oversight of a team of 14–25 sessional governance professionals, but no direct line management responsibilities.

Relationships

Governor Services Lead, sessional clerks, Chairs, Headteachers and School Business Managers.

How to apply

The closing date for submission of applications is **9am on Monday 3 August 2026**.

To apply, please send the following with the subject line 'Clerking Coordinator' to recruitment@camdenlearning.org.uk:

- Your CV
- Completed application form
- Completed equalities monitoring form

For further details of the role or to discuss any aspect of the opportunity please contact Camden Learning via recruitment@camdenlearning.org.uk.

Shortlisting will take place in the week commencing Monday 3 August 2026.

Staff benefits

- We offer 30 days' annual leave entitlement as well as bank holidays, increasing to 33 in the first three years in post. This is pro-rated for part time hours.
- A generous NEST pension – with a minimum 10% employer contribution.
- Death in service benefit 3 x your salary.
- We value output over hours. We recognise our people have responsibilities and interests outside of work and we support flexible working arrangements, all dependent on the needs of the service.
- Season ticket loans and Cycle to Work Scheme, with savings of between 32% and 42% on the standard retail price of a new bike.
- A collection of staff discounts, on shops and health clubs, travel, and insurance, including from many of the worlds-leading technology manufacturers.
- Corporate rates for membership of GLL - Better Leisure.
- An Employee Assistance Programme.
- Free Hearing tests, Eye tests and Health checks.

Our commitment to inclusive recruitment

For education organisations to flourish, improve performance and genuinely represent the communities they serve – it's essential that we seize the opportunity to develop a diverse workforce.

We know that to make a lasting difference in the lives of children and young people, the very best talent from our society needs to be identified, supported and retained.

Our organisations perform better when they reflect the rich breadth and depth of our society – and we should be proud to bring together a dynamic combination of knowledge, skills and lived experience.

In practice, an inclusive approach to recruitment takes care and attention. We are all stakeholders in the education system – so together we need to continue to challenge recruitment norms, processes, and behaviours.

We are committed to recruitment campaigns that are developed with inclusivity at their core, whilst keeping a resolute focus on the best choice of candidate for the post.

Pillars of an inclusive approach

1. Ensuring roles are designed and described clearly and accurately, removing hidden barriers that might inadvertently dissuade a great candidate from applying.
2. Communicating a clear commitment to inclusivity throughout all recruitment marketing materials – showing as well as telling candidates that we are an open, inclusive employer.
3. Taking positive action by seeking and welcoming applications from under-represented groups – using recruitment interactions and headhunting to reach a wider pool.
4. Assessing impact and improvement through effective diversity and equal opportunities monitoring and ongoing dialogue with staff.

Asking for adjustments

Camden Learning is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process please contact us on 020 7974 6655, at recruitment@camdenlearning.org.uk or post to 5 Pancras Square, London, N1C 4AG.

Confidential disclosure

Camden Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share that commitment. All applicants who are offered employment will be subject to Enhanced Disclosure check from the Disclosure Barring Service before their appointment is confirmed. As the job for which you are applying involves substantial opportunity of access to children it is exempt from the Rehabilitation of Offenders Act 1974. You are, therefore, required to declare any current or spent convictions, cautions, reprimands, bind-overs or warnings you may have had, regardless of how long ago. The disclosure of a current or spent conviction, caution, reprimand or warning does not necessarily mean that your application will not be progressed or that an offer of employment cannot be confirmed. The main consideration should be whether the nature or timing of the offence makes you unsuitable for work within an education environment.

Use of AI in applications

We know that AI tools are increasingly used in application writing. While you may use them to support drafting, we are most interested in hearing your authentic voice, illustrated with your own experiences and examples.

Right to Work in the UK

All applicants must have the right to work in the UK.