



Clerk to the Board of Governors

Actual salary £6,251 to £6,927 per annum based on working one day per week 40 weeks per year

Westminster City Council is committed to creating a City for All where people are born into a supportive and safe environment, grow and learn throughout their lives, build fantastic careers in world-leading industries. Westminster Adult Education Service is the City Council's adult education service and the largest local authority adult education service in London and one of the largest nationally.

We provide life-changing learning opportunities for our learners through our qualification courses, apprenticeship programmes and extensive community-based provision. We work to adapt to the changing needs of our communities – resulting in a dynamic atmosphere where ambition, diversity and creativity are celebrated. We are on our journey to outstanding and want someone who shares our vision of attaining excellence to join our passionate and highly skilled leadership team.

If you want to join an organisation that makes a difference in people's lives, we want to hear from you.

A basic DBS is required for this post.

The Role

We are seeking a governance professional, who can support our senior leadership team and governing body.

As Clerk to the Board of Governors, you will provide secretariat and advisory support to the Chair and Governors, advising them on corporate governance issues in line with the Service's Instrument of Government and Financial Scheme of Management.

Working closely with the Chair, Principal & Head of Service, and the executive team, you will plan and manage the business of the board, ensure that Governors are briefed and papers are timely and appropriate for the audience.

About You

Your experience of developing non-executive board members and enabling them to fully understand and carry out the public duties expected of them will be essential to undertaking this role. Ideally, we would welcome applications from candidates who have experience of supporting a governing body in further or adult education but would equally welcome applicants who can quickly grasp the requirements expected of the Board, within the context of a Local Authority delegated management scheme.

This role will suit a governance professional who understands that flexibility is key, along with a strong desire to work with an organisation that is passionate about transforming the lives of the communities that it serves through education.

We are passionate about our aim to be an inclusive workplace for all that reflects the communities we serve, and we believe everyone is valued.



We particularly welcome applicants from underrepresented backgrounds, including BAME, LGBTQ+ and those with hidden or visible disabilities.

The Service offers a competitive salary, employment benefits including a public sector pension scheme, generous holiday allowance and opportunities for Continuous Professional Development.

Please quote ED/WAES/2018 in all correspondence for this role.

To apply please download the relevant Job Description and then complete the Application Form and EO Monitoring Form at the top of the page.

Please ensure you address all the role and person criteria when completing your supporting statement.

When you have completed your application, please email it back to recruitment@waes.ac.uk

This post may close early if suitable applicants apply before the closing date and are interviewed.

CVs will not be accepted for this post.