



## **Clerk to Governors role – new job description**

Attached to this information item is a [letter from Sue Clarke](#), Head of Education and Learning which is addressed to all Head teachers and Chairs of Governors of LA maintained schools. The letter is in relation to a review of the Clerk to Governors role and job description which has recently been undertaken and which has resulted in a new job description becoming applicable. The [new job description](#) has been formally job evaluated at NJC Grade D, an increase of one grade.

The change will be automatically applied to all those clerks currently recorded as working to the Clerk to Governors job description. However clerks will need to be advised of this on an individual basis by each Head teacher / Chair of Governors.

The [new job description](#) is included with the letter as well as a [template letter](#) for schools to use to advise individual clerks.

Further advice can be sought from HR ONE by contacting 01392 385555 or by emailing [hrdirect@devon.gov.uk](mailto:hrdirect@devon.gov.uk)

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