

The Accredited Clerk programme is a nationally recognised Level 3 qualification designed for experienced clerks already working in schools and Trust settings. It helps clerks to develop their knowledge and skills even further, leading to increased confidence and higher quality clerking.

Course Outline

The programme runs throughout the academic year and explores several competency areas with clearly defined performance criteria built around key elements of the clerk's role including:-

- Administration practice
- Educational awareness and principles of legal knowledge
- Supporting and advising a governance body
- Communication and relationships
- Performance and professional development
- Enabling effective governance—includes challenge and intervention
- Supporting the company secretary (optional for academy and free school clerks)

This course is intensive and will require full commitment to complete.

The next cohort commences September 2018, with free briefing sessions to be held in Norwich at 5.30pm on 4 July 2018 and Swaffham at 5.30pm on 5 July 2018.



For more information or to book your free briefing session place call 01603 303361 or email clerking.services@educatorsolutions.org.uk