

Shustoke C of E Primary School



CLERK TO GOVERNING BODY

Grade: Band D: Scale Point 4-5 (£25,185 - £25,583 per annum, pro rata) (dependant on experience)

Working Pattern: 65 hours per year

Hours: The role is a permanent position working 65 hours per year. The role will involve up to five evening meetings during the year, plus additional daytime meetings where required. Additionally, drafting agendas, minutes, sending meeting invites.

Start Date: September 2026, or as soon as possible depending on notice period of successful candidate.

Broad Description

Responsible to the Governing Body for the provision of clerical/administrative support to enable the Governing Body (GB) to act efficiently, effectively and legally, giving advice to the Chair and Governors as necessary.

Contribute to the school's statutory duty to safeguard and promote the welfare of children.

Typical Tasks

Advise the Governing Body on the conduct of GB meetings and procedural matters, within the School Governance regulations (excluding legal advice).

Summon all meetings of the GB, including

- drawing up the agenda following consultation with the Chair and Head
- preparation of supporting papers as required
- distributing the agenda and papers

Attend all meetings of the GB and additional meetings as agreed, including Governors' Annual Parents' Meeting .

Record (seeking clarification as necessary) and draft minutes, for agreement by Chair.

Distribute minutes.

Deal with correspondence arising from meetings, in consultation with Chair (and Head as appropriate).
Ensure Chair receives all relevant letters and communications, dealing with associated correspondence as appropriate.

Ensure GB is informed of relevant matters and communications.

Ensure information requested is supplied.

Maintain details of Governors and their terms of office.

Inform Governors, Head and other officers of all changes to GB, including appointment of Chair and Vice-Chair.

Notify vacancies to relevant person(s).

Administer Governor elections.

Obtain and receive advice/information from LA/legal Services.

Advise and prompt the Chair on specific actions required at meetings (e.g. items that require formal proposal/seconding ; items that require declarations of interest; items for decision etc)

Provide advice on the role and responsibilities of the Governing Body and school governance procedures

Qualifications/Training and Likely Abilities

Have previous experience of clerical/administrative/secretarial/committee work

Have attended Local Authority Clerk to Governors training

Have sound word processing skills

Good literacy and numeracy skills and able to record and take minutes accurately and work effectively to strict deadlines

Able to work on own initiative

Good organisational skills

Good communication skills

Detailed knowledge and understanding of the Education (School Governance) Regulations

Broad understanding of recent education legislation and school practice

Display commitment to the protection and safeguarding of children and young people

Value and respect the views and needs of children

Knowledge of school organisation

Have an understanding of the concept of School Governance

Shustoke C of E Primary School is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.

How to Apply:

Please complete the application form and return to Clare Brighton, School Business Manager via email to: admin3207@welearn365.com or post to:

Shustoke C of E Primary School
Forge Road
Shustoke
Near Coleshill

Warwickshire
B46 2AU

Closing date for completed applications: Friday 24th July 2026 (9.00am)

Interviews to be held: To be confirmed

If you require any further information, or have any queries, please contact Clare Brighton, School Business Manager, on 01675 481319 or via email at admin3207@welearn365.com.