



## St Agatha's Catholic Primary School

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### Clerk to Governors

The governors of St Agatha's Catholic Primary School are seeking a highly organised, enthusiastic, and self-motivated Clerk to join this successful and welcoming school.

**Start date:** 1st September 2025

**Contract type:** Part-Time, Permanent (following 6 month probationary period) **Work Pattern:**

Minimum 38 hours per annum, Term time only (38 weeks). Please note, the hours and work

pattern indicated can vary and flexibility is required from the post holder

**Salary information:** Band F - £32,9313 to £37,536 (FTE equivalent) Hourly Rate £17.59 - £20.05. Position is paid on an hourly basis, timesheet to be submitted to the School Finance Officer.

### Further information

Reporting to the Governing Board, the ideal candidate will work effectively with the Chair of Governors, The Head Teacher and all other Governors. Possessing a passion for organisation, excellent communication and ICT skills and an enthusiasm for process, the clerk will be able to:

- facilitate the smooth running of the Governing Board;
- manage all required administration duties relating to meetings, policies, record keeping and provide procedural and legislative advice to the Governing Board.

This role (estimated 125 hours over the academic year) is perfect for a motivated self-starter wanting to be involved in a dynamic and welcoming school setting and gain exposure to strategic leadership and development in Education.

Covering full Governing Board and committee meetings throughout the academic year during term time, the clerk would be required for a total of between 10-12 meetings (usually 2 per term held on Thursday/ Friday mornings 8am-10am). The clerk is also expected to attend all relevant training events and briefings.

The job is a hybrid of on-site and home working. The clerk must attend all formal meetings in person, but administration in preparation for and following meetings will take place at home. Access to a computer for home working is essential. A computer is not supplied with this role, if this presents a barrier to your application, please contact us to discuss reasonable adjustments.

Experience is desirable but not essential as training will be provided as required.

St Agatha's School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Any appointment will be subject to safeguarding checks

**Closing date:** 30th June 2025.

**Interviews:** Week commencing 7th July 2025.

CVs only will not be accepted. An application form must be completed.

Please submit your application to [office@stagathas.school](mailto:office@stagathas.school)