Suckley Primary School

Vacancy Details: Clerk to Governors/Governance Professional

Hours: 90 hours per academic year (claimed monthly; to be reviewed after 6 and 12 months)

Pay: Scale 4 Range SCP 7-11 (£16.19 - £17.25 per hour)

Contract type: Part time – Term time

Contract term: Permanent

Closing date: Monday 30th November 2026 at midday

Start date: January 2027 or preferably earlier if available

Age range: 4 – 11

Headteacher: Helen Field

Chair of Governors: Janet Ashton

Suckley Primary School is seeking to employ a Clerk to the Governing Body/Governance Professional with immediate effect.

The Clerk to Governors fulfils a variety of administrative and legal/regulatory advisory duties in supporting the work of our Governing Body.

The successful candidate will be well organised, efficient, reliable and confident. In addition, they will have excellent IT skills and good interpersonal and communication skills. Experience of minute taking for formal meetings is required and, whilst full training and ongoing support will be provided, an understanding of education issues would be helpful.

This role offers flexible working hours, but applicants must be able to attend and support all meetings which are usually held late afternoon/early evening on Thursdays during term time. There are 5 meetings each term – autumn, spring and summer. You will be expected to undertake preparation and follow up work for each meeting and this work is carried out remotely so access to email/internet is essential.

Please visit our school website for further information and an application form.

Suckley Primary School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.