Suckley Primary School

Important Further Information

Vacancy - Clerk to Governors/Governance Professional

If you are reading this then I think you may be interested in the position!

Please read the following alongside the other information provided.

We are aware that you may find the job description rather daunting so I would like to clarify the role a little further. The job description covers the standard role for a clerk/governance professional which would usually apply to all schools – small, large, primary, secondary etc. It does not necessarily fit the requirements of Suckley School and would not be what we would expect the successful candidate to take on straight away. There are also elements of the job description that are covered by systems already in place, by the Chair of Governors or by the School Business Manager. For example, draft agendas are set up at the beginning of the year following our meetings guide and would not be the responsibility of the role. In essence the most important aspect of the role is for someone to attend meetings and take minutes. All other aspects of the role can be discussed and included in the role by mutual agreement.

Training and support will be provided at every stage.

If you would like to discuss the role or require any further information, then please contact me.

Janet Ashton

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