



## Clerk to the Governing Body

**Salary Details:** WSCC Grade 4 £24,790 to £25,183 Pro Rata (£12.85-£13.05 per hour)

**Hours of work:** Flexible hours, term time only – Approx. 3 hours per week

Castlewood Primary School (over 200 on roll) is a one-form entry school situated in the sought-after village of Southwater just outside Horsham. We are a successful, forward-looking governing body and school with high expectations, seeking to find the right person who is hard-working, enthusiastic and committed to becoming part of our team.

The Clerk will need to be flexible on times and will be employed on a contract that they will claim for the actual hours agreed and worked for.

The full Governing Body meets once a term on a Thursday, either during the school day or from 5.30 pm. In addition, there are 2 sets of committee meetings each term (held on a Thursday) which also begin at 5.30 pm.

The post duties are:

- attending meetings
- termly briefings/sharing information
- liaising with the Headteacher, Chair of Governors and Committee Chairs
- writing up the minutes for each meeting
- training courses as required
- Governing Body – general administration

The main purpose of the role is to:

Provide advice to the governing body on governance, constitutional and procedural matters. New regulations require governing bodies to have regard to advice from the clerk regarding exercising the governing body functions:

- Provide effective administrative support to the governing body and its committees
- Ensure the governing body is properly constituted
- Manage information effectively per legal requirements

We would need the successful candidate to have:

- Good organisational and administrative skills
- Experience in preparing agendas and taking minutes at meetings
- A good level of ICT skills (experience with using Microsoft products including Teams would be desirable)
- Good basic literacy and numeracy skills
- Excellent interpersonal skills and keen to work as part of a team

For further details please see the attached job description and person specification.

We welcome applications regardless of age, gender, ethnicity or religion.

If you think you could be the person we are looking for, then why not get in touch? Contact the school bursar by email, [bursar@castlewoodprimary.co.uk](mailto:bursar@castlewoodprimary.co.uk) or by phone on 01403 734822 and ask to speak to Paul Watts, our bursar for more information.

Castlewood Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful appointment will be subject to satisfactory Disclosure and Barring Service checks along with other relevant employment checks.

**Closing date for applications: 9:00 am, 25th April 2025**

**Interviews: ASAP**

**An early application is recommended as we are keen to recruit and should we receive suitable applications before the closing date, we reserve the right to interview before the published date.**

*If you have not been contacted by the interview date, then please assume that your application has not been successful on this occasion.*