



**Curry Rivel C of E VC Primary School,  
Church Street, Curry Rivel, Langport, TA10 0HD  
Tel: 01458 251404  
Age Range: 4-11, NOR 165  
Email: [office@curryrivel.somerset.sch.uk](mailto:office@curryrivel.somerset.sch.uk)**

**Clerk to the Governing Body  
3 hours per week  
Somerset County Grade 13 £23,893 pro rata £12.38 per hour**

Due to the retirement of the current post holder, we are looking to appoint a new Clerk to the Governing Body. We need someone who:

- Has experience as an administrator
- Is IT literate
- Is well organised
- Has good communication skills
- Is able to take accurate minutes at meetings
- Is able to maintain impartiality and handle confidential minutes

You should be reliable and have a flexible approach. Previous clerking experience is not essential as full training and support will be provided. The role is primarily term time. Meetings are generally held after school, between 4pm and 6pm, although occasionally, by agreement, these may happen at other times. Meetings are sometimes held online.

The holder of office will be required to liaise with the Head Teacher and Chair of Governors to set an appropriate agenda which, together with the associated documents, needs to be shared, in good time, with the relevant members of the Governing Body. They will then be required to take detailed, accurate minutes and get them typed up and shared within a week of the meeting. In addition, they will be expected to manage all governing body information effectively in accordance with legal requirements and provide support to the governing body in order to meet its statutory duties.

Other than attendance at meetings, the role will be flexible and carried out at home, at times of the day to suit the Clerk, whilst ensuring agreed deadlines are met. They will be supported by Somerset Governor Services.

The role of Clerk to Governors provides a valuable insight into education and a school environment, providing an ideal stepping stone for someone looking to get into a school-based administration role.

Curry Rivel Primary School & Little Pips Nursery are fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant employment checks.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

**Closing date for applications: 9am Monday 3 June 2024**

**Shortlisting: Monday 3 June 2024**

**Interviews: Monday 17 June 2024**

**If you do not receive an interview invitation, please assume that you have not been shortlisted.**