

Do you know a highly organised administrative professional with governance experience who would be interested in this important part-time role? Please share this advert!

Join Our Community: Clerk to the Governors (Administrative Role)

At **St. Margaret's CE Primary School**, our vision is to be a shining light of love, aspiration, and excellence. We are looking for a dedicated professional for a key **administrative role**—the **Clerk to the Governors**—to support our leadership team and play a vital part in our mission.

The Role

As the Clerk to the Governors, you will be a critical **administrative partner** to our Governing Body, working closely with the Co-Chairs of Governors and our Headteacher. Your role is crucial in ensuring the board operates effectively and efficiently, helping our governance be a beacon of best practice.

Key duties include:

- Preparing agendas and managing the distribution of meeting papers.
- Accurately taking and distributing minutes for all Governing Body and committee meetings.
- Maintaining statutory governor records and files.
- Providing expert advice on legal and procedural issues related to school governance.

This is a **Part-Time Position: 6 Hours Per Week | WSCC Grade 4 SP 6.**

Please Note: This role requires a highly organised, proactive, and discreet individual. You must be comfortable working flexibly, as the hours are not distributed evenly throughout the year and will include attendance at **evening meetings**.

Who We Are Looking For

We are seeking a professional who is **highly organised, detail-oriented**, and possesses **excellent communication skills**. Experience in a similar **administrative role** within a school or public service setting is highly desirable, and a strong understanding of governance is essential.

If you are someone who shares our values of love and aspiration and wants to help our school community shine, we encourage you to apply.

How to Apply

If you'd like more information, or a friendly chat about this role, please contact **Jane Burke** at: jburke@stmargaretsprimary.org.uk.

You can view the full job specification and apply for the role on the West Sussex Jobs website: [Clerk to the Governors Job on West Sussex County Council website](#)

- **Closing Date:** Friday 24th October 2025
- **Interview Date:** Thursday 6th November 2025

St. Margaret's CE Primary School is committed to safeguarding and promoting the welfare of children and young people.