



Clerk to Governing Board

Average 20 hours per month, Term time only
HAY scale 6A-E (£3,129 - £3,282 gross actual salary per annum)
To commence September 2026

We are looking for a highly organised Clerk to the Governing Board to join the Cornerstone Federation of **The Bay CE School** and **Niton Primary School**, from September 2026.

Responsibilities will include working effectively with Senior Leaders and the Governing Board to secure the continuity of school business and to advise on procedural and legislative matters to ensure the Governing Board works to the legal framework.

Hours need to be worked flexibly, with Board meetings being held during the school day.

Candidates will need excellent administrative, IT and communication skills. Experience of minute taking and an understanding of confidentiality is essential for this role. Access to a computer and the internet at home and a flexible approach to working hours is also required.

For further information and to download an application pack please visit our website bayceschool.org or contact via recruitment@bayceschool.org

Closing date: Friday 3rd July 2026

Interview date: wk/com 6th July 2026

We reserve the right to close this advert and/or interview early should we receive sufficient applications. Early applications are encouraged. As part of safer recruitment, online searches will be carried out for shortlisted candidates and references will be requested prior to interview.

The Cornerstone Federation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an enhanced DBS clearance. This post is exempt from the Rehabilitation of Offenders Act 1974.



cornerstone
federation