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| ***Sheddingdean Community Primary School***  |
|  | Petworth Drive |
|  | Burgess Hill |
|  | West Sussex RH15 8JT |
|  | e-mail: office@sheddingdean.co.ukWebsite: www.sheddingdeanschool.org.uk |
| Headteacher: Mrs Hannah RileyChair of Governors: Dr Helen Fairman  | Telephone: 01444 246532 |
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**Job Vacancy: Clerk to the Governing Body**

**Location:** Sheddingdean Community Primary School
**Grade/Salary:** Grade 4, scale point 5: £12.85
**Hours:** Meetings every half term, ad-hoc attendance to committee meetings and approximately 1 hour per week admin tasks (varies according to need).
**Contract:** Part-time / Term-time only
**Reports to:** Chair of Governors & Headteacher
**Start Date:** September 2025

**Role Description**

Sheddingdean Community Primary School is a forward-thinking and inclusive school where children are encouraged to **Discover, Learn and Achieve together**. Our dedicated Governing Board plays a vital role in the leadership and strategic direction of the school. We are now seeking an organised, reliable and proactive **Clerk to the Governing Body** to support our Board in fulfilling its statutory responsibilities.

The Clerk will be responsible for:

* Providing high-quality administrative support to the Governing Body and its committees
* Preparing agendas in consultation with the Chair and Headteacher
* Taking accurate minutes at meetings and circulating them in a timely manner
* Advising the Governing Board on procedural and legislative matters
* Maintaining records of policies, membership and attendance
* Managing the Governors Virtual Office (GVO), ensuring documents are uploaded, accessible and kept up-to-date
* Liaising with the Local Authority and other relevant bodies
* Ensuring compliance with legal requirements and best governance practices
* Managing paperwork and organising panels for complaints or exclusions

**Training and Support:**

* Full training will be provided to the successful candidate in the use of GVO
* Ongoing support from a highly competent, collaborative and supportive Governing Board
* Access to professional development and networking opportunities

**Person Specification**

**Essential Attributes:**

* Excellent organisational skills and attention to detail
* Strong written and verbal communication skills
* Ability to maintain confidentiality and exercise discretion
* Confident in using email, Word, and online platforms (e.g. the Governors Virtual Office or similar tools)
* Self-motivated and able to work independently and meet deadlines
* Flexible with time to attend evening meetings (typically termly)

**Desirable Attributes:**

* Previous experience as a Clerk or in a governance/administrative role
* Familiarity with educational governance or school environments
* Knowledge of legal and procedural requirements of school governing bodies (training will be provided if not)

**Why Join Sheddingdean?**

* Be part of a progressive and aspirational school community
* Work alongside a dedicated, forward-thinking Governing Board
* Enjoy flexible working with support and training to grow your governance expertise
* Make a meaningful contribution to the success of children and families in your community

**To Apply:**
Please contact Dr. Helen Fairman, Chair of Governors: chair@sheddingdean.co.uk for an application pack or to arrange an informal discussion about the role.

<https://www.sheddingdeanschool.org.uk/>