

Breaking the Mould



Clerk to the Governors

Salary: Grade P03, Point 32-35, £16,542.87 - £17,738.29 (FTE £45,750 - £49,056)

Contract type: Permanent, 15 hours per week, 39 weeks per year

Start Date: As soon as possible

Closing date: 4th December 2025

Sherwood Foundation School is a Foundation Special School located in the London Borough of Sutton and made up of three campuses:

Sherwood Park Campus: This is a specialist school for learners aged 3 - 19 years who have severe, multiple and complex learning difficulties and/or disabilities. This includes learners who have highly complex access needs resulting from their physical and/or health conditions. All learners require high levels of adult support to access learning.

Sherwood Hill Campus: This is a specialist school for autistic learners aged 3 - 19 years who have multiple and complex barriers to learning, requiring high levels of support to access education and learning around their peers. Many of our learners may also have severe learning difficulties and /or struggle to maintain a regulated state for learning.

Sherwood Manor Campus: This is a specialist school primarily for Autistic learners aged 11 - 19 years who have moderate to severe barriers to learning. Most of our pupils can access a highly adapted formal learning environment with high levels of adult support. Some of our learners struggle to deal with the demands of an adult led learning environment so may need a highly individualised learning offer to meet their academic potential.

We are looking for a Clerk to the Governors who can provide advice and guidance to the governing board of governors, constitutional and procedural matters.

The main purpose of the role is to provide:

- Administrative and organisational support such as ensuring meetings are convened, minutes and records of attendance at the meeting are taken and kept;
- Guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework, and
- Advice on procedural matters relating to the operation of the board.

For an application form please apply via the Eteach Website: www.eteach.com or the TES website www.tes.com .

Closing Dates for Applications: Thursday 4th December 2025

Interviews: Week commencing 8th December 2025