



King's Oak Primary School
Dickerage Lane, New Malden, Surrey KT3 3RZ
www.kingsoak.kingston.sch.uk

16 June 2025

Clerk to the Governing Body required for September 2025

Part time, salary range £15.19 - £19.20 per hour

The governors of Kings Oak Primary School, New Malden wish to appoint a highly organised and self-motivated person to fulfil the role as clerk to the governing body. The post holder is accountable to the governing body, working effectively with the chair of governors, the head teacher and other governors.

The clerk to the governors will ensure the smooth running of the governing body; preparing agendas and meeting papers, taking accurate and well-constructed minutes, giving administrative support, keeping records and up-to-date information on policies and their review dates, and providing procedural and legislative advice to the governing body. You must have excellent organisational, communication and ICT skills.

You should have an interest in education, be reliable, proactive, efficient and well organised. The role requires good listening and interpersonal skills. You should be professional, friendly and approachable and able to deal with confidential matters. Although desirable, experience is not essential as long as the post holder is able to demonstrate suitable transferable skills and is willing to attend all relevant training events and briefings.

This is a part time role, covering 12-15 full governing body and committee meetings per school year, which are held in person during term time, usually on a Thursday evening at 6.30-8.30pm although there may be some ad hoc daytime meetings and so a flexible, proactive approach is essential. Apart from attendance at meetings, the job will be home-based.

Hours payable include the whole meeting process (emails, calls and agenda preparation, writing up and distributing minutes) and attending all relevant training events and briefings. The time required to fulfil the role may vary from month to month, but is likely to be in the region of 25-35 hours per month during term time.

King's Oak Primary is a fully inclusive, diverse community school which ensures that children become life-long learners through an exciting and enriching curriculum. The school offers places for children from the age of 2 years to 11 years old and has a specialist resource provision for children with autism.

Please submit your application to: chair@kop.rbksch.org.

Closing date for applications: Friday 4th July 2025. The interview and selection process will be held during the first half of July in order to make the appointment before the beginning of the next academic year starting on 1st September 2025.

King's Oak Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS disclosure.