



Crowcombe & Stogumber Cof E Primary Schools

Crowcombe

Taunton

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Advertisement for a Clerk to the Board of Governors

Crowcombe and Stogumber C of E Primary Schools are seeking a Clerk to the Board of Governors.

The board, through its appointed and elected governors, plays a distinctive and essential role in the continuing success and development of the school.

The clerk's job is to work with the Chair, other governors and headteacher, in dealing with administrative matters for the board and advising on procedural issues of governance and the board's statutory duties. Central to the role is preparing for, taking notes at and producing minutes for meetings.

The post involves some evening work to attend meetings, and the successful candidate should be available at mutually agreed times during the day to meet with Chair and or Headteacher. Good keyboard skills and the ability to write agendas and produce accurate concise minutes are essential. Integrity and the ability to maintain confidentiality are essential.

New clerks receive advice, support and training from the SSE Education Governance Team and all clerks are encouraged to attend half termly briefings to update themselves on the latest developments in governance.

This is a permanent post is for 12 hours per month, term time only. Typically, there will be 2 Full Governing Body meetings each term. The clerk may be asked to take on additional work according to need.

The post of Clerk to the Governing Body has been evaluated using Somerset Council's Job Evaluation Scheme at Grade 13: £25,989 to £28,142 full time equivalent salary (£13.47 - £14.59 per hour).

The successful applicant will be subject to a satisfactory medical and DBS check.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Application forms can be found on our school website;

<https://www.crowcombeandstogumberprimaryschools.co.uk/vacancies/>

Completed application forms should be returned with a covering letter to Mrs Kate Lewis, at the above address.

Closing Date: 9 am Monday 1st June 2026