

## Vacancy Details Clerk to the Governors



**Hours:** 266 - 304 hours per academic year (7 - 8 hours per week, 38 weeks of the year)

**Pay:** Payment Range 3, Scale 4, Range 7 – 11 (£15.67 - £16.70 per hour)

**Contract Type:** Part Time - Term Time

**Contract Term:** Permanent

**Closing date:** Sunday 8<sup>th</sup> February 2026 at 11.59pm

**Start date:** As soon as possible

Age range 3 – 11

Head teacher – Vanessa Payne

The Governing Board is looking to appoint an outstanding Clerk to Governors with immediate effect. Previous minute taking experience is essential and knowledge/experience of school Governance would be preferable but not essential. An educational background would be beneficial with the capacity to learn quickly.

The Clerk to Governors will be accountable to the Governing Board, working effectively with the Chair of Governors, and with the Head Teacher. The main duties include advising the Governing Board of procedural duties, preparation and circulation of agendas/minutes and other papers, taking and typing up minutes of meetings and other administrative duties as required.

The successful candidate will have excellent IT skills with access to email/internet, good interpersonal and communication skills, as well as good organisational skills. This is a post where confidentiality is essential.

Number of meetings per term:

6 meetings in Autumn term

7 meetings in Spring term

5 meetings in Summer term

Hagley Primary School is committed to ensuring equality of opportunity for all pupils, staff and parents/carers which is free from discrimination, prejudice or harassment regardless of race, gender, disability, religion or belief, sexual orientation, age and socio-economic background.

The school's culture strives to continue to develop the inclusion and diversity in which all individuals connected to our school feels proud of their identity and ability to fully participate in all aspects of school life. We feel, as educators, we play a crucial role in eliminating all forms of discrimination that Hagley Primary School recognises exists in society currently.

We promote equality and diversity through challenging any discrimination and educating our pupils across a wide variety of topics without prejudice.

At Hagley Primary School we believe and demonstrate that diversity is a strength to be respected and celebrated by all those connected to our school.

Hagley 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. The successful applicant will be required to undertake an enhanced DBS check.

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We recognise you may use A.I. tools to help prepare your application. While they can be useful, it's important that what you share about your background, skills, and achievements is accurate and genuinely reflects you. Your true character and value are what we're most eager to see.

Interviews will take place on 27<sup>th</sup> February 2026

Application form and further details are available from our school website [www.hagleyprimary.org.uk](http://www.hagleyprimary.org.uk) or e-mail [aastbury@hagleyprimary.worcs.sch.uk](mailto:aastbury@hagleyprimary.worcs.sch.uk)

***NB - We reserve the right to remove this advert or close it to further applications at any point during the recruitment process.***