

Clerk to Governors

Part time 2.89 clerking hours a week



Our oversubscribed school is small but always has great aspirations and you may be the very person to join our team. Our 180-year-old school is well supported by all in our community and is a place for challenging, creative and inspiring learning. Here at Catsfield, we pride ourselves on putting our vision at the heart of our school, with school governance, an integral part of this. We are looking for a Clerk to Governors to work with the Chair of governors, Head Teacher and other governors to secure the continuity of governing board business.

The purpose of this role is to keep the Catsfield CEP School governing board running smoothly through efficient administration and the ability to offer timely advice. You will offer vital support to our governors to ensure that that can fulfil their statutory responsibilities and work closely with the school leadership team to ensure that records are well maintained. You will minute governing board meetings and any appropriate committee meetings as well as clerking panels that might be convened. You will work independently to research policies and procedures that will be critical for the board to follow.

We are looking for candidates who:

- Can take accurate minutes and maintain efficient record keeping systems.
- Have good attention to detail.
- Have the ability and willingness to work individually using their own initiative.
- Have experience of writing agendas and servicing meetings.
- Have a willingness to work at times convenient to the governing board including evening meetings.

We can offer you:

- Opportunities for continued professional development
- A school set in idyllic surroundings that works in partnership with other schools in the local area
- A school that supports the well-being of all members of the school community. Positive mental health and wellbeing are the building blocks that allow all members of our school community to flourish. We were delighted with our recent Ofsted report which commented:

“Staff morale is high. Everyone feels supported, happy and proud.”

See our full report [here](#)

- Supportive Senior Leadership who will support you in your duties



Salary – Single Status Grade 7 Scale Points 18-19, £14.89 —£15.24 per hour (depending on experience)

Working Pattern – Part time 2.89 clerking hours a week, 52 weeks a year

Closing date: 9am Wednesday 23rd September 2026

Interview date: Friday 25th September 2026

Job description and application form available on our school [website](#) or email recruitment@catsfieldcep.esussex.sch.uk for an application pack. (Please note we do not accept CVs). We love sharing our school so if you would like to visit to see more please email recruitment@catsfieldcep.e-sussex.sch.uk

Completed applications form should be emailed to recruitment@catsfieldcep.e-sussex.sch.uk

Nurture the Spirit – Grow the Mind – Love your Neighbour

2 Timothy 1:6 “Stir up the gifts that are within you”