

**North Heath Community Primary School
Erica Way Horsham West Sussex RH12 5XL**



Vacancy for Clerk to Governors

Hours: Flexible, up to 5 hours per week, term-time only

North Heath Community Primary School is seeking to appoint a Clerk to Governors for up to 5 hours a week, term time only. The successful candidate will need to be flexible with good personal, organisational, computing and administrative skills.

This is an opportunity to join a friendly and supportive staff and governor team and make a real difference to the children in our school. Applicants must be committed to working as part of a team and in sympathy with our inclusive ethos.

The post involves record keeping, preparation of and circulating agendas and associated paperwork, attending meetings and taking minutes, liaising with Governors and the headteacher as well as working with the Chair in managing the smooth and efficient running of the Governing Body. Part of the position involves learning about governance and being able to answer questions for the governing body on specific elements of governance.

We would need the successful candidate to:

- Be flexible and have strong organisational and administrative skills
- Have excellent interpersonal skills and an interest in working alongside our primary school
- Have experience of taking minutes, assimilating key information and preparing letters
- Possess good basic literacy and numeracy skills (to GCSE level or above)
- Maintain Confidentiality
- Advise the Governing Body on constitutional matters and ensure the continuity of Governing Body business

The salary is pitched at West Sussex at Grade 4 - £13.26 per hour.

Applications are welcome from anyone who has the skills required. Training will be provided so previous experience in this role is not needed. Visits to the school are highly recommended by appointment. To arrange a visit, please contact us on 01403 254790 or email office@northheathprimary.co.uk

Safeguarding: North Heath Community Primary School and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an **appropriate Disclosure and Barring Service check** along with other relevant employment checks, including satisfactory references.

How to apply: To apply for this role please download the job description and application form below. Complete the application form and outline your motivations for applying as well as explaining the skills and experience you can bring to the role. Once complete please return this to office@northheathprimary.co.uk for the attention of N Chesshire

Should you have any questions regarding the role or the application please feel free to email us or contact us on 01403 254790

Closing date for applications: Midday Friday 9 October 2026

Interviews: Friday 16 October 2026

Start Date: ASAP