



Moulton Chapel Primary School (NOR 68)

**Clerk to Governors
Required for ASAP
Permanent contract
Part-time**

Hours per week – 2.21

Salary scale G4.9 – 12 = £1,515 - £1,589



The governors are seeking to appoint a self-motivated, enthusiastic team player.

Duties include attendance at all statutory meetings of the Governing Body and any additional meetings as requires (usually 8 meetings per year). Flexibility will be required in term of working hours as meetings are usually held in the evenings but may take place at other times.

Duties of the clerk include preparing and distributing agendas and minutes, corresponding on behalf of the Governing Body and maintaining records including training records. You will also be expected to have knowledge of School Government Regulations and advise the Governing Body accordingly.

We look forward to hearing from you if you have:

- Excellent communication and interpersonal skills
- Be computer literate and have the ability to transcribe minutes
- Be able to maintain the strictest levels of confidentiality
- Have knowledge of School Government Regulations

Training can be provided if required.

Moulton Chapel Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts will be subject to an enhanced DBS disclosure, Barred List Check, medical and reference checks.

Applicants may be subject to a social media presence check. All pre-employment checks are in line with "Keeping Children Safe in Education".

Fluency Duty

In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accordance with accurate spoken English is essential for the post.

The school will contact you directly regarding the outcome of your application and any interviews. When interviews are taking place schools will follow all Government and Public Health England Guidelines.

All shortlisted candidates will need to verify their eligibility to work in the UK at interview.

Visits to the school may be possible.

If you require any further information, please do not hesitate to contact us.

We look forward to hearing from you.

**For further details and an application form please contact the Headteacher, Lisa Sexton, at Moulton Chapel Primary School, Eaugate Road, Moulton Chapel, Spalding, PE12 0XJ.
Telephone/fax 01406 380440.**

Email: Lisa.sexton@moultonchapel.lincs.sch.uk

Closing date for applications: Tuesday 29th September at 5pm.

Interviews to be held: Friday 9th October 2026

