



Together we learn and grow

WOOKEY PRIMARY SCHOOL  
And Little Acorns Preschool  
Wells Road, Wookey, WELLS, Somerset, BA5 1LQ  
*Acting Headteacher: Laurie Davies*  
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## Clerk to the Board of Governors

### 12 hours per meeting, 8-9 meetings per year

### Grade 13 Point 6

Wookey Primary School is looking to appoint a Clerk to the Board of Governors.

The board, through its appointed and elected governors, plays a distinctive and essential role in the ongoing development and success of the school. We are seeking someone who can join our dedicated and welcoming team, working closely with the Chair, Headteacher and other members of the governing board, and shares our commitment to our village primary children and its community.

As the Clerk, you will play a key role in ensuring smooth governance, handling administrative matters for the board, and providing essential guidance on procedural matters. A central part of the role involves preparing for, taking notes at, and producing accurate minutes for meetings. The position offers a balance of evening work for board meetings and some daytime availability, making it ideal for someone who values flexibility. Strong word processing skills, along with the ability to draft clear agendas and concise minutes, are essential. Preferably candidates will have some experience in school governance and a familiarity with online collaboration tools such as Teams however, we are able to offer training and support to anyone with the relevant skills. Integrity, maintaining confidentiality and excellent organisational and interpersonal skills are also key qualities required of this role.

At Wookey School, we believe in supporting our staff, and new clerks will receive guidance and training from the SSE Education Governance Team. We also encourage attendance at regular briefings to stay updated on the latest governance developments.



This role initially involves approximately 12 hours of work per meeting, with meetings taking place 3 times per term on a Monday evening. There may also be opportunities to take on additional tasks as needed, offering a chance to further contribute to our school's development.

The role is graded at Somerset Council's Job Evaluation Scheme at Grade 13.6, with a salary of £25,183 pa (FTE), £13.05 ph.

If you're looking to be part of a school team that is deeply connected to its community, and to support us in creating a positive and effective governance structure, we would love to hear from you. For further information or to request an application form, please contact us via the school office at [school.423@wookeypriamaryschool.co.uk](mailto:school.423@wookeypriamaryschool.co.uk)

**Application deadline:** midday, Friday 10th January 2025

**Interviews:** week commencing Monday 13th January 2025

#### DBS check

Wookey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion. The advertised post is subject to an enhanced DBS check References, Right to Work in the UK, online searches and other pre-employment checks. Further information about the Disclosure Scheme can be found at <http://www.gov.uk/disclosure-barring-service-check>

