Clerk to Governors

St Benedict's C. of E. VA Junior School

Benedict Street, Glastonbury, Somerset, BA6 9EX
Tel: 01458 831811, Fax: 01458 832261
www.stbenedictscofevajuniorschoolglastonbury.co.uk
School164@stbens.school
Headteacher: Mr Piers Ranger

Salary: **Grade 13 point 6 – 11, £13.92 - £15.07 per hour**

Hours: **5 hours per week for 38 weeks or 190 hours per year (term time only)**

Start date: **ASAP**

Are you highly organised, proactive and looking for a flexible role where you can make a real impact? St Benedict's C of E VA Junior School is seeking a dedicated Clerk to support our Governing Body and contribute to the continued success of our school.

St Benedict's is a friendly, inclusive school with a strong, dedicated team. Situated in the vibrant and diverse town of Glastonbury, we are passionate about delivering a broad and varied curriculum with an emphasis on links to our community.

As Clerk to the Governing Body, you will play a key role in ensuring effective governance. Working closely with the Chair of Governors, Headteacher, School Business Manager and governors, you will co-ordinate meetings, prepare agendas and papers, take accurate minutes, track actions, maintain records and provide advice on governance procedures and statutory requirements.

This role would suit someone with excellent organisational, communication and ICT skills, who is able to manage their time effectively and work independently. Whether you are experienced in governance or looking to develop in this area, full training and ongoing support will be provided. Part of the offer is paid, accredited training (e.g. Level 3 Certificate in Clerking of School and Academy Governing Boards).

You will be required to attend approximately 13 meetings a year, around half of these will be evenings. It may be possible to increase these hours by also becoming the clerk to governors for another one or more local schools.

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and undergo criminal background checks via the disclosure procedure.

Where possible, we would encourage applicants to visit the school and to view our website. If unable to visit, please telephone the school to arrange an informal conversation with the Head teacher and/or the Chair of Governors.

Closing Date: Noon Thursday 3rd December 2026

Interview Date: Tuesday 8th December 2026

For an application form, please visit www.somerset.gov.uk/jobs or www.stbenedictsjuniorschoolglastonbury.org

Applications should be e-mailed to office@stbens.school and include a completed application form and covering letter addressed to the Headteacher, Mr P Ranger.

Kindness, Community, Resilience