

MAKE A DIFFERENCE
CLOSE TO HOME



WE'RE LOOKING FOR A NEW CLERK



TO OUR LOCAL GOVERNING BODY (LGB)

Play a vital role in supporting our schools, governors and the wider school community.

BE PART OF
SOMETHING
THAT MATTERS

ABOUT THE ROLE



KEY RESPONSIBILITIES

Provide administrative support to the LGB, including preparing agendas, taking minutes and ensuring records are maintained.



SUPPORT OUR SCHOOLS

Help ensure good governance and accountability to enable the best outcomes for all our children.



WORK TOGETHER

Liaise with governors, school leaders and the wider community in a positive and collaborative way.



FLEXIBLE & REWARDING

A flexible role with meaningful impact. Training and support will be provided.

DETAILS

- Term time + LGB meetings (4-6pm once a term)
- Location: Othery and Middlezoy Primary Schools
- Paid role
- Start date: September 2026
- Full role description available on request

START DATE
SEPTEMBER
2026

Your time.
Your skills.
Their future.

INTERESTED?
We'd love to hear from you!

- ppat@ppat365.org
- To learn more about our school: www.middlezoyandotheryschools.co.uk or call 01823 698464 to arrange a meeting with our Chair of Governors

TOGETHER, WE CAN HELP OUR SCHOOLS THRIVE.

