



CLERK TO GOVERNORS

4 hours per week

Grade 13: £13.47 - £14.59 per hour (pay award pending)

The governing body, through its appointed and elected governors, plays a distinctive and essential role in the continuing success and development of the school.

The primary purpose of the role is that of Governance Professional, working with the Chair of Governors, other governors, and Headteacher in dealing with administrative matters for the governing body and advising on legal issues of governance.

The role will include preparing for, taking notes at and producing minutes for meetings and involves some evening work.

Good keyboard skills and the ability to write agendas and produce accurate concise minutes are essential. Integrity and the ability to maintain confidentiality are essential.

The post will involve several hours work for each meeting and, typically, there will be 6 Full Governing Body meetings and 6 Finance Committee meetings per year.

An application form is available from our website at www.milford-inf.somerset.sch.uk or request from the school office.

Closing date: Friday 6th November 2026

Milford Infants' School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. Appointment to this post will be subject to an enhanced DBS check.