



Ash Church of England Primary School and Nursery
Main Street, Ash, TA12 6NS
Tel: 01925 822674
Email: office@ashprimaryschool.co.uk

Clerk to the Governing Board

To start as soon as possible

Term-time only, exact hours to be agreed
Grade 13 £12.38 -£13.46
Permanent (subject to a satisfactory probationary period)

Provide advice and guidance to the governing board on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient functioning a governing board and its committees by providing:

- Administrative and organisational support;
- Guidance to ensure that the board is compliant with the appropriate legal and regulatory framework, and understands the potential consequences for non-compliance;
- Advice on procedural matters relating to the operation of the board.

*Preston Primary Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
This position is subject to an enhanced DBS check and other pre-employment checks.*

Please apply in writing by completing the application form available from the School Website www.ashprimaryschool.co.uk
Applications should be returned to the School Office by email or at the address provided above.



Ash Church of England Primary School and Nursery, part of PPAT Education