



## **CLERK TO GOVERNORS** Ref: CLERK/SEPT25

HAYLANDS PRIMARY SCHOOL, Bettsworth Road, Ryde, Isle Of Wight, PO33 3HA  
Tel: 01983 563372, Email: [recruitment@haylands.iow.sch.uk](mailto:recruitment@haylands.iow.sch.uk).  
Website: [www.haylands.iow.sch.uk](http://www.haylands.iow.sch.uk)

Chair of Governors: Mr Bob Bullivant  
Headteacher: Mrs Katrina Shaer

**Salary: IWC Hay Scale 6, £2426 to £2545 actual (£25,992 to £27,268 FTE)**

**Hours: 4 hours per week, term time only.**

**Permanent Contract, to start as soon as possible**

The governing body of our school is looking for a reliable, proactive, and highly organised Clerk to Governors. We are looking for someone who has experience of writing agendas and accurate, concise minutes, has excellent listening, oral and literacy skills and importantly has the ability and willingness to work independently as required. Our forward-thinking governing body, alongside our Headteacher and senior leadership team (SLT) come from a range of backgrounds and bring a variety of skills and experience to the team. They are instrumental in ensuring the school continues to be the best it can be, and leading change which will shape its future.

Previous experience as a clerk would be desirable but not essential - full training can be provided.

Key responsibilities include:

- Providing effective administrative support to the governing board, which involves preparing agendas in consultation with the Chair of Governors and Headteacher;
- Taking and writing up the minutes and distributing documentation and other information to Governors;
- Efficiently managing information and administering meetings;
- Maintaining the schedule of policies for review and approval;
- Providing advice to the Governing Board on compliance, governance, constitutional and procedural matters, which you will learn as you develop into the role.

This is a part-time post, which offers flexibility as much of the work is conducted away from the school. Board meetings are held in school, normally in the evenings, and take place two to three times per term.

Haylands Primary School provides a stimulating, caring and safe environment for children and their families and its staff, volunteers, and governors. Support for the post-holder will be provided by the Chair, Headteacher and the Isle of Wight Council Governor Services department. There will be excellent opportunities to develop knowledge and skills, with an expectation of attendance at training, briefings, and other network events (whether in person or virtual). The post holder will also have access to sources of self-directed learning and professional development activities, including the opportunity to achieve an accredited qualification.

Haylands Primary School and the Isle of Wight Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks. This post is classed as regulated activity (ancillary role) and is exempt from the Rehabilitation of Offenders Act 1974.

If interested please contact [recruitment@haylands.iow.sch.uk](mailto:recruitment@haylands.iow.sch.uk) for a full job description and application form. Please note we are unable to accept CVs.

If you would like an informal discussion about this opportunity, please contact Bob Bullivant, Chair of Governors via email at [chair@haylands.iow.sch.uk](mailto:chair@haylands.iow.sch.uk) or leave a message in school.

To support you in determining whether this role would be suitable, we would be happy to extend an invitation for you to visit the school. Please contact Michelle Gladdis, School Business Manager, to arrange this on 01983 563372, or by email to [recruitment@haylands.iow.sch.uk](mailto:recruitment@haylands.iow.sch.uk)

**Closing date: Friday 19<sup>th</sup> September**

**Interviews: week commencing 22<sup>nd</sup> September**