



Celebrating learning together in faith, hope and love

Clerk to the Governors

Required from: 13th October 2026

Contract type: term-time only; part-time and permanent

Hours: are variable approximately 10 hours per month, additional hours might be necessary to manage special duties such as complaints, in school term only*

Salary: Grade NJC SC6 Spinal Point 20 (£19.48 an hour) part time; rising to SO1 Spine Point 25 (20.92 an hour). Starting salary negotiable according to experience.

Bishop Perrin School is a small and friendly Church of England Primary School based in Whitton, in the London Borough of Richmond. The Governors of Bishop Perrin C of E Primary School wish to appoint a highly organised and self-motivated clerk to join this outstanding school. The Clerk is accountable to the governing board, working effectively with the Chair of Governors, headteacher and other governors.

The Clerk to the Governors will ensure the smooth running of the governing board: preparing agendas and meeting papers; taking and distributing minutes; giving administrative support, keeping records and up to date information on policies and date of reviews; and providing procedural and legislative advice to the governing board. They must have excellent organisational, communication and ICT skills.

This is a part time role, covering seven full governing body meetings across the academic year plus additional meetings which will be targeted around specific governance issues. There could also be some additional ad-hoc meetings called on a needs-basis. Meetings are held in term time, with full governing board meetings held in the evenings. Other meetings will be a mixture of both school hours and evening hours. The clerk is also expected to attend all relevant training events.

We are looking for someone who is friendly, reliable and well-organised; someone who can work independently to manage their own workload and be proactive and adaptable to the needs of the school. They will:

- have experience of working in administration or similar
- have strong organisation and time management skills with the ability to be resourceful, versatile, and flexible
- ability to prioritise, use initiative and work under pressure
- be enthusiastic, and self-motivated
- have excellent IT skills with good working knowledge of Microsoft Excel, Word, Outlook and Google Suite
- be friendly, polite, and helpful
- be committed to promoting the safeguarding and wellbeing of children

For a more detailed list of duties please refer to the detailed job description. From time to time there may be additional opportunities for overtime.

In return, we offer:

- a friendly and welcoming school community
- an outstanding school (Ofsted, February 2024) and SIAMS (2025)
- a supportive governing body and senior leadership team
- a strong commitment to your professional development
- an opportunity to be part of a dedicated, hard-working board of governors

**The Clerk is paid through payroll for hours worked on a monthly basis – claims are made via timesheets. Hours payable include the whole meeting process (emails, calls and agenda preparation; writing up and distributing minutes) and training events. Estimated hours for the current academic year total are 70 (this is based on 10 meetings with an allocation of 3 hours per meeting; covers all meetings which are designated as being clerked)*

Closing date: 10am, Monday 28th September 2026 **Interviews:** Thursday 1st October 2026

Starting date: Monday 12 October 2026

Please complete the attached application form and email FAO: HR Officer, info@bishopperrin.richmond.sch.uk

For further information about the post and to arrange a tour of the school, please phone the school office 0208 894 1447. Paper copies of the application form can be requested from the school if needed rather than completing the online application form.

Safeguarding Statement:

Bishop Perrin C of E Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

To ensure safeguarding applicants are advised that the following processes/checks will take place:

- References will be applied for prior to interview. Previous employers will be asked about disciplinary offences, including those which have expired
- Should you be shortlisted you will be required to produce the following at interview: photographic proof of your identity e.g. passport and or photo driving licence, proof of any relevant professional qualifications
- If appointed an Enhanced Disclosure and Barring Service (DBS) Check will be undertaken
- Bishop Perrin School will allow no unsupervised access to children before completion of all checks, these include online checks
- A probationary period of six months is standard practice for all new appointments