

DMAT
Getting Better Never Stops



CLERK TO GOVERNORS

£14.13 per hour, 50 hours per year



OAK TREE PRIMARY SCHOOL



Welcome from Oak Tree



Oak Tree
Primary School

At DMAT & Oak Tree Primary, we believe in putting people first.

All children are entitled to an excellent education, and staff are our most important asset. Guided by our strong moral purpose, we serve our communities with integrity and collaboration is at the heart of everything we do. We are proud to have joined Durrington Multi Academy Trust in January 2025 and are enjoying being part of a successful team.

Oak Tree is a welcoming, happy school, where every member of the team plays a vital role in creating an environment where children can thrive. We value kindness, respect, and a shared commitment to doing what's best for our pupils, their families, and each other.

This role is central to the effective governance and smooth running of Oak Tree Primary School. As Clerk to the Local Committee, you play a key part in ensuring that meetings are organised, documented and delivered to a high standard, enabling governors and school leaders to make well-informed decisions. By providing accurate records, timely information and reliable procedural support, you help create the conditions for strong leadership and successful outcomes across the school. Your work supports the wider school community every step of the way.

This is a wonderful time to join Oak Tree Primary School. We have a dedicated and experienced team who are passionate about supporting every child to reach their full potential. We're looking for someone who shares our values, brings warmth, energy, and commitment, and takes pride in helping children learn and grow. In return, you'll be part of a supportive and welcoming community that recognises and values the important contribution you make.

Who are DMAT?

Our Trust



Durrington High School



The Laurels
Primary School

The Laurels Primary School



Oak Tree
Primary School

Oak Tree Primary School



Ringmer Primary & Nursery
School



Durrington Research School



The South Downs SCITT

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Durrington Multi Academy Trust is a growing trust based in West Sussex. Founded in 2014, we are committed to investing in our staff and leaders so every child achieves success. The trust applies evidence informed approaches to all aspects of its work.

Contact

☎ 01903 705631

✉ admin@dmateducation

🌐 www.dmateducation

👤 @dmateducation

OUR SCHOOL



Oak Tree Primary School is a happy, vibrant, inclusive and nurturing learning environment at the heart of its community. We have an experienced, dedicated staff who deliver an engaging and rich curriculum to ensure that all children are able to reach their full potential. From their beginnings with us in our Foundation Stage through to Year 6. Our rich and ambitious curriculum ensures that they are ready for the next steps in their learning. Our families, staff and governors work closely together and support personal growth and development so that our children are resilient, confident, respectful and kind.

Oak Tree Primary School is proud to be part of the Durrington Multi Academy Trust (DMAT) which believes that every child has the right to an excellent education and the opportunity to achieve well, regardless of their starting point. As a team we have high expectations of success for our children.



Why Choose Us?



Our Philosophy

- Our moral purpose underpins all that we do: we serve our communities
- All children are entitled to an excellent education and it is our job to ensure this



We have a sustained track record of school improvement and of recruiting and retaining excellent staff



Support and Guidance

- At DMAT, you are never alone. You will enjoy excellent support from Trust and other school colleagues
- We are passionate about our work, our schools and our pupils.

STAFF BENEFITS



Virtual Doctor Service – 24/7 GP access with online consultations from home or work.



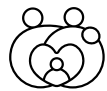
Counselling & Wellbeing Support – Confidential help when you need it.



Save money with discounts on food shopping, gyms, cinemas, holidays, and more from over 9,000 top brands.



Legal & Medical Advice Lines – Expert guidance at your fingertips.



Family Cover Included – Children under 18 at no extra cost.



High investment to develop our people



Free onsite parking

**DMAT STAFF HAVE
ALREADY SAVED
OVER £18,000 IN
MEDICAL COSTS
SINCE APRIL 2025**



JOB DESCRIPTION

CLERK TO GOVERNORS £14.13 PER HOUR

TERM TIME ONLY - ANNUALISED HOURS - 50 PER YEAR



CORE PURPOSE

At Oak Tree Primary School, our Clerk to the Local Committee plays a crucial role in supporting strong, transparent and effective governance. By ensuring meetings are well-organised, accurately recorded and fully compliant with statutory and Trust requirements, you help create the conditions in which the school can thrive. You will work closely with the Chair of Governors, leaders and committee members, providing clear information, reliable guidance and high-quality administrative support. In this role, you will uphold our values of professionalism, integrity and high expectations, safeguarding sensitive information and contributing to a well-run, well-informed governance structure. As a valued member of our wider team, you will make a meaningful contribution to school improvement and continually develop your skills to ensure the highest standards of governance practice.

GOVERNANCE ADMINISTRATION

- Organise and prepare Local Committee meetings in line with the Trust schedule.
- Produce and distribute agendas and papers efficiently, using AI tools where appropriate.
- Maintain governance records, membership details and the annual cycle of business.

MINUTE-TAKING & DOCUMENTATION

- Attend meetings (usually 5pm-7pm) and produce accurate, impartial minutes.
- Use AI tools to support efficient drafting, summarising and action tracking.
- Record decisions and actions clearly and ensure timely follow-up.

GOVERNANCE COMPLIANCE AND SUPPORT

- Provide procedural guidance on policies, statutory requirements and the Scheme of Delegation.
- Ensure meetings meet legal and Trust standards, including quoracy and correct processes.
- Support audits, governor induction and ongoing committee effectiveness.

PROFESSIONAL CONDUCT

- Maintain confidentiality, professionalism and secure handling of sensitive information.
- Update GovernorHub and ensure documentation is GDPR-compliant and up to date.
- Work independently, manage time effectively and uphold the values of the Trust.

PERSON SPECIFICATION

CLERK TO GOVERNORS

At Oak Tree Primary School, we're looking for a caring, motivated, and enthusiastic Teaching Assistant to join our friendly team. You'll bring a genuine passion for helping children learn, grow, and succeed, along with the confidence to support teaching and learning across the classroom. We're seeking someone who is organised, patient, and positive — a true team player who can build strong relationships, use initiative, and model the values that make our school such a special place to learn and work.

QUALIFICATIONS & KNOWLEDGE

- Strong administrative background with excellent written communication.
- Confident use of digital systems and AI-assisted tools.
- Understanding of confidentiality, safeguarding and GDPR expectations.

PERSONAL QUALITIES

- Professional, calm and objective in all situations.
- Discreet, trustworthy and committed to confidentiality.
- Proactive, adaptable and able to work independently.

SKILLS & EXPERIENCE

- Able to produce clear, concise minutes and summaries.
- Strong organisational and time-management skills.
- Confident in interpreting and applying governance procedures.

ROLE REQUIREMENTS

- Availability to attend meetings usually held from 5pm to 7pm.
- Ability to maintain accurate records and manage information securely.
- Willingness to undertake required clerking and safeguarding training.





SAFEGUARDING

Durrington Multi Academy Trust is committed to the safeguarding and wellbeing of all our students and staff. It is a core expectation of every member of staff to safeguard the wellbeing of every child and young person within the Trust.

Staff are supported through regular training and are expected to adhere to the Trusts Safeguarding and Child Protection Policy at all times.

In addition to the statutory pre-employment checks, this appointment will be subject to an enhanced DBS check, a safeguarding background check and interview.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, religion, disability, sexual orientation and beliefs.

HOW TO APPLY

Please apply using this [link](#) or by scanning the QR code below. Please upload a supporting statement (maximum of 2 A4 pages) to include:

- Why you want to work at Oak Tree Primary School
- How your skills and experience make you a strong candidate

If you have any questions or would like to visit the school, please contact Rachel Wright: rwright@oaktreeprimary.co.uk

We reserve the right to close the advert early should we deem it necessary

