

## Job Advert

**Role:** Clerk to Governors

**Pay Range:** WSCC Grade 5, Points 7 to 8

**Actual Salary:** Hourly rate of £13.68-£13.90

**Hours of Work:** 456 hours per annum (Term-time only)

**Contract Type:** Permanent

**Required:** As soon as possible

**Closing Date:** 9am Monday 1<sup>st</sup> December 2025

**Interview Date:** TBC – December 2025

We are seeking a dedicated Clerk to join our Governing Body. If you're passionate about supporting school governance and enjoy building positive relationships, we would love to hear from you.

### Key Responsibilities:

- **Governance Support:** Provide advice on governance, constitution, and procedural matters.
- **Administrative Support:** Assist the governing body and its committees effectively with administrative needs.
- **Flexible Working Hours:** Adaptable work hours are available outside of formal meetings. Note that meetings are typically held in the early evening.

### Requirements:

- **Relationship Building:** Must be able to foster strong relationships with governors, the Executive Headteacher, school staff, the Diocese of Chichester, and West Sussex County Council.
- **Experience and Training:** Candidates should demonstrate relevant experience as per the Job Description and Person Specification. Willingness to undertake required training is essential.

## **About Us:**

We are a Church of England Voluntary Aided 11-18 mixed comprehensive school with a strong commitment to pastoral care and student development. Join us in our mission to maintain and improve high standards within a nurturing environment. The successful candidate will be a valued member of our staff. Don't miss this opportunity to contribute to the vision and ethos of our school community.

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## **Application Instructions:**

Please provide evidence of how you met the requirements outlined in the Job description and Person Specification.

The preferred method of communication in connection with this vacancy is by email. This is how invitations to interview will be sent. Please ensure that you check your emails and junk or spam folders on a regular basis.

Application forms and details about the post are attached. Please visit the school website for additional information. (<http://www.holytrinitycrawley.org.uk>). All enquiries and completed applications should be sent to HR ([hr@holytrinitycrawley.org.uk](mailto:hr@holytrinitycrawley.org.uk)) by the closing date.

**NB:** The closing date and interview date are a guide only. We may review applications as they are received and call those shortlisted for immediate interview. An early application is advised, as once we have appointed, we will close the recruitment process.

This school and West Sussex County 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 an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.