



# St Giles CE Primary School & St Peter's CE Primary School

Executive Headteacher: Mr J. Savage  
St Giles' Chair of Governors: Mrs H. Jones  
St Peter's Chair of Governors: Mrs K. James



June 2024

Dear Applicant,

Thank you for expressing an interest in the role of Clerk to the Governing Bodies at St Giles CE Primary, Horsted Keynes and St Peter's CE Primary, Ardingly. We are two church primary schools working within a growing partnership and collaborating across key areas of school management and leadership.

As church schools proud of our Christian Ethos, we seek to provide loving, caring and supportive learning environments where children feel safe and happy to learn. We aim to unlock the potential inside each and every unique individual and bring out the best in every child therefore everyone working in our schools are expected to share this commitment.

Your role as Clerk to both the Governing Bodies would involve providing effective and confidential procedural and administrative support to governors, but also advice on governance, constitutional and legal matters to facilitate the effective work of both governing bodies.

The post is for 30 hours a term per school and the successful applicant is expected to demonstrate an element of flexibility whilst organising and planning their time efficiently around the governors' requirements and school calendar. In addition, a large proportion of the role is expected to be completed from home and the workload is variable as governors may need additional meetings from time to time. You will have received the job description and person specification relating to this position. I hope that along with our school websites, the information is useful in helping you to make a decision about applying for this post. When applying, please complete the application form and provide a supporting statement describing why you should be appointed including details of your suitability for the post. Please note that CVs will not be accepted. Please also supply the names of two referees, giving details of your relationship to them.

Please contact the School Secretary at St Peter's, Ms Gina Griffin, on 01444 892314 or [office@st-peters.school](mailto:office@st-peters.school) if you require further information. We look forward to meeting you.

Yours sincerely,

Mrs Helen Jones  
St Giles' Chair of Governors

Mrs Kathryn James  
St Peter's Chair of Governors