



Clerk to Governors

"Inspire through Creativity, Kindness and Adventure"

Larkrise Primary School, Part of The River Learning Trust, Oxford, OX4 4AN

Basis of contract - fixed term until August 2025 - highly likely to become permanent

Are you an Administrator considering a career in education or are you an experienced Clerk to Governors?

Grade 8: £15.84 - £17.29 per hour, 95 hours per year, approx. 2.5 hours per week, term time only, from ASAP

Home working, with attendance at evening meetings.

Are you looking for an exciting opportunity to help realise our vision for Larkrise Primary School? We are particularly interested in receiving applications from candidates with experience working within as a Clerk to Governors or as an Administrator in a school — a candidate who shares the school's values of Creativity, Kindness and Adventure. We are a school where 98% of parents would recommend the school to other parents and where 100% of staff feel that their work has a strong purpose and makes a positive difference in the lives of children and our families. Do you want a role where you will be making a significant difference in children's lives and their future? Larkrise Primary School needs an excellent practitioner with vision and a passion for working with our children.

Are you interested in supporting a local school and engaging with your community? Do you have basic administrative skills, good writing ability and an eye for detail? Would you like to gain new skills in a flexible, varied and interesting role?

Can you work within the Larkrise governing body to support excellent education opportunities for our children? If so, we can offer the right candidate enthusiastic children, passionate staff and committed PTA (Friends of Larkrise) and Governors. Our leaders are ambitious for the staff, children and wider school community and are committed to your continued professional development and learning.

We have a vacancy for a clerk to support our local governing body. Among other things you would be responsible for:

- The timely circulation of agendas
- Attending governing body meetings and the production of accurate minutes
- Monitoring governing body membership and attendance
- Maintaining the register of governors' business interests
- Providing administrative support to the governing body
- Providing advice to governors on their legal and procedural duties.
- The governing body generally meets in the evenings but the rest of the work can be done at home at any time. At the moment meetings are held virtually but in due course some of these will take place at the school.

Clerking for both the full governor meetings and committees in the school amounts to approximately 95 hours per year including attendance at meetings (up to 14 per school year) and preparation and follow-up, as well as other duties related to the governing body's operations.

We are interested in receiving applications from experienced clerks but we would also like to hear from anyone who might not have clerking experience but would like to train as one, as we can offer full training for this role.

To find out more about Larkrise Primary School, please visit the school's website <https://www.larkriseprimary.org/vacancies> or to arrange an informal chat with the Chair of Governors please email pvale@larkriseprimary.org. If you would like to have a confidential conversation with Jon Gray about the role prior to applying, please email office@larkriseprimary.org or telephone 01865721476.

To apply for this post, please submit a completed application by following [My New Term](#).

Our school is part of the River Learning Trust: Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. All of the schools in RLT are united by a common belief in the benefits of working together, and by our commitment to our shared principles.

OUR VISION is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

OUR 'WHY?' is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.

OUR 'HOW?' is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including wide ranging continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "[Working in RLT](#)" guide.

This role includes regulated activity relevant to children.

Application forms should be made via [MyNewTerm](#)

Closing date: Open Ended, Applications will be assessed as they are received.

Shortlisting and Interview date: Shortlisting and Interviews will take place as applications are received and Interviews

The River Learning Trust and Larkrise Primary School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of its recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation, candidates should click on the following link: [RLT Safer Recruitment Documents for Candidates](#). Please see our website for up-to-date policies, including our Child Protection and Behaviour Policies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants, click on this link: [List of offences that are not filtered](#)

