

Rudyard Kipling Primary School & Nursery

Woodingdean, Brighton BN2 6RH
Headteacher: Euan Hanington



Where learning is an adventure!

Clerk to the Governing Body

Salary: £29,064 - £31,022 pro rata

Hours: Approximately 4 hours per week, term time inclusive of afternoon meetings

Contract: Permanent

The governors of Rudyard Kipling Primary School are seeking a reliable and well-organised **Clerk to Governors** to provide professional clerking support to our Governing Body and its committees as soon as possible.

This role is central to supporting effective governance and ensuring the Governing Body is able to carry out its statutory duties effectively.

Key Responsibilities:

- Provide clerking support to the Full Governing Body and its committees
- Prepare and circulate agendas and papers in consultation with the Chair and Headteacher
- Attend meetings (including afternoon meetings) and produce accurate, timely minutes
- Provide advice on governance procedures in line with statutory guidance and best practice
- Maintain records of governors, terms of office, attendance and declarations of interest
- Support compliance with governance, safeguarding and data protection requirements
- Keep up to date with changes to education and governance guidance

The Successful Candidate Will:

- Have experience as a **Clerk to Governors** or in a similar administrative role
- Have a good understanding of school governance and confidentiality
- Be highly organised with strong written communication skills
- Be methodical, reliable and able to work independently
- Be confident using IT systems (email, document sharing, virtual meetings)

We Offer:

- A supportive and committed Governing Body
- Flexible working arrangements around meeting schedules
- Access to training and professional development
- The opportunity to play an important role in the effective governance of the school



For further information or an informal discussion, please contact Alex Brewer (Co-Chair) on
Alexbrewer@kipling.brighton-hove.sch.uk

Rudyard Kipling Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

Please note that we do not accept a Curriculum Vitae as a form of application. The job pack and application form are available to download from <http://www.brighton-hove.gov.uk/content/jobs/council-jobs>. Alternatively, please email jamesstanley@kipling.brighton-hove.sch.uk

Closing date: Monday 8th June at 9:00am
Interview date: Friday 12th June 2026

jobs.brighton-hove.gov.uk

