

Clerk to the Governing Body

Location - Near West Byfleet, Surrey (excellent transport links)

Contract type – 8-12 hours per month

Salary - £20 per hour

We are looking for a clerk to provide administrative support to the governing body. You will be familiar with governance legislation and statutory obligations, working effectively with the chair and headteacher to support school improvement.

As a leading member of the Learning Partners Academy Trust, Fullbrook is a successful and highly popular mixed 11-18 Academy classified by Ofsted in March 2022 as “Good”.

To find out more about this exciting opportunity to support a local school within the community, please email parsonageh@fullbrook.surrey.sch.uk

Closing date for applications is Monday 12 May at 9am

Interviews to follow

Fullbrook is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.

We want to attract the broadest range of talented people to be part of Learning Partners Academy Trust. We aspire to have a diverse and inclusive workforce and particularly welcome suitably qualified applicants from a wide range of backgrounds to join our trust.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. All successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.