



### **Clerk to the Governors – The Federation of Moorlands & Park Lane Primary Schools**

RG4b – SCP11 = £14.59 Per hour

Casual – approx. 7-8 hrs per week, term time only

Are you highly organised, detail-focused, and passionate about supporting good governance in education? The Federation of Moorlands & Park Lane Primary Schools is seeking an experienced **Clerk to the Governors** to provide vital administrative, procedural, and advisory support to our Governing Body.

#### **About the Role:**

In this key role, you will:

- Ensure the Governing Body operates within its legal and constitutional framework
- Prepare and circulate agendas, papers, and accurate minutes for meetings
- Advise on governance, policy, and procedural matters
- Maintain essential records, registers, and policy schedules
- Support governor recruitment, induction, and ongoing development
- Keep up to date with legislative changes affecting school governance

You'll be the primary point of contact for governance matters, ensuring meetings run smoothly, decisions are documented, and compliance requirements are met.

#### **About You:**

We are looking for someone who can bring:

- Excellent written and verbal communication skills
- Strong organisational and time-management abilities
- Confidence in using ICT and managing confidential information
- A professional, impartial, and positive approach
- Knowledge of school governance or a willingness to develop expertise through training

Experience of clerking or working in a governance role is desirable, alongside an understanding of educational legislation and data protection requirements.

#### **Why Join Us?**

You will play an important role in supporting the leadership of two vibrant, forward-looking primary schools. This is a flexible, part-time position that offers the opportunity to work independently while being part of a committed and supportive team.

**For an informal discussion about the role, please contact Sara Perry – Federation School Business Manager - [bursar@moorlands.reading.sch.uk](mailto:bursar@moorlands.reading.sch.uk)**

Application packs are available to download from the school's websites:

<https://www.moorlandsp.s.org.uk/index.asp> or <https://www.parklaneprimary.school/index.asp>

Please do not send a CV. For the purposes of Equal Opportunities, we can only accept Reading Borough Council application forms.

**Closing date: midnight Sunday 27<sup>th</sup> September 2026**

**Applications will be considered upon receipt. We reserve the right to close the vacancy early if we have received a sufficient number of applications.**

**Interview date: Thursday 8<sup>th</sup> October 2026**

*The Federation is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.*

*An Enhanced Disclosure and Barring Service check will be sought from the successful candidate.*

*We will process personal data and sensitive personal data (also known as 'special categories of personal data') and criminal records data relating to you in accordance with our Data protection policy and in accordance with data protection laws.*

***As part of our due diligence and safeguarding procedures, pre-employment checks for shortlisted candidates will include online searches for data.***

Park Lane Primary School, 55 School Road, Tilehurst, Reading RG31 5AS Tel. 0118 901 5515

Moorlands Primary School, Church End Lane, Tilehurst, Reading RG30 4UN Tel. 0118 901 5505

Federation HR and Admin Manager: [Bursar@parklane.reading.sch.uk](mailto:Bursar@parklane.reading.sch.uk)