Navenby Church of England Primary School, East Road, Navenby LN5 0EP

You will automatically be enrolled into The Local Government Pension Scheme (LGPS) which is a career average scheme, that means each year in the new scheme your pension will be worked out based on your pensionable pay in that year.

Clerk to Governors
Pay Grade 4, Scale points 9 – 12, £ 26847– £ 28153 (pro rata, equated pay £1813)

Part time, permanent post – approximately 130 hours per year.

We are looking for a highly motivated and enthusiastic Clerk to Governors who can provide guidance, advice, support and administrative assistance to the Governing Body of Navenby Church of England Primary School.

The successful candidate will join our hardworking, professional and supportive team and will attend meetings, take minutes, keep accurate records and, with the support of the LA, advise on any legal, procedural and constitutional matters concerning the governance of our school.

We need someone who:

- Has an interest in and knowledge of education and is reliable and able to observe confidentiality requirements;
- Will work with the school's Headteacher and Chair of Governors to set agendas for meetings;
- Has good IT and communication skills (including Microsoft Office packages, especially email);
- Is able to take accurate minutes from their own notes at all Governing Body meetings and produce well-presented minutes for distribution at all necessary meetings;
- Is a good time-keeper so that paperwork is distributed in advance of meetings;
- Has a proactive outlook

In return, we will provide:

- Opportunities to develop your skills;
- A professional supportive team of staff and Governors;
- A strong caring Church School ethos.

If this is you, we would love to hear from you. Become a part of our school and help us move onto the next level of development.

Visits to the school are encouraged and an appointment with the Headteacher, Mr Craig Elliott, can be booked by contacting the school office on 01522 810628.

Visit our website at www.navenbyschool.com for further details, including a job description and to download an application form. Your completed application form and a letter detailing what you can offer us can be submitted online to enquiries@navenby.lincs.sch.uk. Alternatively, please contact Mrs Rebecca Howard (School Bursar) on 01522 810628 or e-mail as above.

Closing date for applications is midnight Sunday 29th November 2026

Interviews will be held on Thursday 3rd December 2026

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants should note that this post is subject to enhanced DBS clearance and be aware that written references will be taken up at shortlisting stage, prior to interview.