



BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

Rectory Gardens
Worthing
West Sussex
BN14 7TQ

TEL 01903 235389

EMAIL office@broadwaterce.org

www.broadwaterce.org

Job Advertisement: Clerk to the Governing Body

As required by the Governing Body

Contract/Hours: Permanent, Casual

Salary Type: Support Staff

Salary Details: Grade 5 point 7 (£13.68 per hour)

Hours of work: On average 5-6 hours per week depending on Governing Body requirements

Location: based at Broadwater Church of England Primary School, however, offsite working will be required

The Clerk will need to be flexible on times and will be employed on a contract that he/she will claim for the actual hours agreed and worked for. The post duties are:

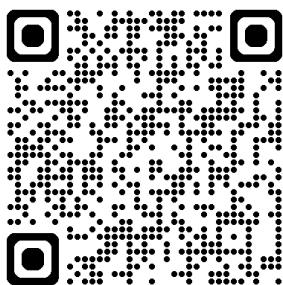
- attending meetings
- termly briefings/sharing information
- liaising with the Headteacher, Chair of Governors and Committee Chairs
- writing up the minutes for each meeting
- training courses as required
- Governing Body – general administration

The main purpose of the role is to provide advice to the governing body on governance, constitutional and procedural matters. New regulations require governing bodies to have regard to advice from the clerk in regards to exercising the governing body functions:

- Provide effective administrative support to the governing body and its committees.
- Ensure the governing body is properly constituted.
- Manage information effectively in accordance with legal requirements

Broadwater CE Primary School is seeking a dedicated and professional clerk to the governing board to start as soon as possible. We are an Outstanding Primary school in Worthing with a highly experienced governing board who are continually striving for excellence in all we do.

Broadwater is committed to safeguarding and promoting the welfare of children, and expects all its staff and volunteers to share this commitment. This post is subject to a full DBS check.



For further details or to arrange an appointment to visit, please contact Mrs Huskinson (Office Manager) office@broadwaterce.org or click on the QR code above to view application details.

[Broadwater Church of England Primary School - Vacancies](#)

Closing date: 9am on **Friday 28th August 2026**

Interviews: **wb 31st August or 7th September TBC**

Turn your ear to wisdom and apply your heart to understanding (PROVERBS 2:2)