Dear Candidate,

Thank you for your interest in our Clerk to Governors vacancy.  I have pleasure in sending you an application form and further information about the vacancy.

Brunswick Primary School has approximately 800 pupils on roll. Our aim is to provide a dynamic and exciting education which meets the needs of our ever-evolving community. The school is currently divided into four classes per year group. Although we are a large school, we are keen to ensure that we know all of children as individuals so that we can cater for their differing needs appropriately, allowing every child to succeed.

After a period of instability, due to the pandemic and several changes in the senior leadership, including a period of interim headship, we are entering an extremely exciting time in the school’s journey with a new Headteacher in post.

We are looking for a Clerk who will provide high level advice, support and administrative assistance to our governing body. This involves arranging meetings, taking minutes, keeping records and advising the governing body on local and national developments that will impact on their work.

We are ideally looking for an experienced professional who can be employed at the Senior Clerk level (Scale 5). However, we are also able to provide development opportunities for those who wish to work towards this level, so can offer the role at Scale 3 in the first instance. The local authority offers a 12 month Clerks’ Development Programme, which you would be expected to complete before moving to the next level.

I look forward to receiving your application.

Yours sincerely,



Ms Claire Roberts

Chair of Governors

**Brunswick Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**