

St. Thomas More Catholic Primary School

South Road,
Saffron Walden,
Essex. CB11 3DW
Tel: 01799 523248
Email: admin@stmsw.co.uk

Clerk to the Governing Board

**Pay Scale 4 Point 8 per Meeting
Up to 10 Meetings per Year
Term time only**

**Required to start 01 September 2026
Closing Date: Friday 05 June
Interviews w/c 08 June**

We are seeking an organised, professional, and highly reliable individual to serve as Clerk to the Governing Board. This is a key role supporting the effective governance of the school and ensuring that meetings and statutory responsibilities are managed efficiently.

How to Apply

For an application pack and further details, please contact admin@stmsw.co.uk or 01799 523248

Our school is committed to safeguarding and promoting the welfare and safety of children. This post is subject to an Enhanced Disclosure from the Disclosure and Barring Agency.