



Butleigh C of E Primary School,

High Street, Butleigh, Glastonbury, Somerset, BA6 8SX

office@butleigh.ppat365.org

Tel: 01458 850511

Clerk to Governors

Required from September 2026

0.93 hours per week, term-time only

Salary range: Grade 13 points 6-11 £13.47-14.59 per hour

Local Government Pension scheme

This is a permanent post

(subject to the completion of a satisfactory probation period)

To provide advice and guidance to the governing board on governance, constitutional and procedural matters.

A professional clerk will contribute towards the efficient functioning of a governing board and its committees by providing:

- **Administrative and organisational support;**
- **Guidance to ensure that the board is compliant with the appropriate legal and regulatory framework, and understands the potential consequences for non-compliance;**
- **Advice on procedural matters relating to the operation of the board.**

How to Apply:

Please apply in writing by completing the application form.

This can be found at: <https://www.prestonprimaryacademytrust.co.uk/>

Application Deadline: We will review applications as they are submitted

Completed applications and a covering letter should be submitted to

[**office@butleigh.ppat365.org**](mailto:office@butleigh.ppat365.org)

Visits to the school or any queries regarding the role are welcome;
please telephone to make an appointment on 01458 850511

PPAT is committed to equal opportunities and safer recruitment practice, pre-employment checks including criminal background check via the disclosure procedure will be undertaken before any post is confirmed.



Preston Primary Academy Trust
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