



Learning & growing together,  
taking every opportunity.

ACHIEVE · RESPECT · ADVENTURE

## **Grade D Clerk to Governors**

**Hours per week: 5**

**Weeks per year: 38**

**Rate of pay: £13.90 - £14.82/hour**

**Deadline for applications: 23<sup>rd</sup> February 2026**

**Interviews: 26<sup>th</sup> February 2026**

**Required for immediate start subject to necessary checks**

Newton Poppleford Primary School is seeking a Clerk to provide administrative support to our Governing Board and Chair of Governors. We are a thriving, one-form entry, maintained school and pre-school located just outside Sidmouth. As a clerk, your role will be crucial to help the Governors carry out their responsibilities and to play their part in supporting the Headteacher and Senior Leadership Team. The team here are passionate about working together to ensure that all pupils receive the best possible education and experience. You will be an excellent communicator and knowledgeable individual who can support us with high quality and effective Clerking.

The main responsibilities of the role include providing advice, support and guidance to the Governing Board and effective organisation and administration of Board and Committee meetings. This work is vital in supporting the wider school and requires outstanding organisational skills and effective minuting.

Visits to the school are encouraged; to arrange this and discuss the opportunity with Ant Pope, Headteacher, please contact the school office. We are committed to safeguarding and promoting the welfare of children and vulnerable adults and expect all staff and volunteers to share this commitment.

This role requires a DBS disclosure. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Please download an application pack from Devon Jobs ([www.devonjobs.gov.uk](http://www.devonjobs.gov.uk)) and return by email to: [admin@newton-poppleford.devon.sch.uk](mailto:admin@newton-poppleford.devon.sch.uk) or by post to Newton Poppleford Primary School, School Lane, Sidmouth, Devon, EX10 0EL.