



Job titles: Clerk to Governors

School name: Jericho Primary School
Address: Windsor Court, WHITEHAVEN, Cumbria, CA28 6UX.
Telephone no: 01946 514545
Employer: C.C.C.
Application closing date: Thursday 18th June at 12 noon
Location: Whitehaven
Salary: BS5 £25,989 pro rata (FTE 37hpw) £13.47 per hour (2 hours per week,)
Job Category: Administration
NOR: 439
Location: Whitehaven
Job category/type: Administration / Clerking (Primary)

The Governing Board of Jericho Primary School wish to appoint a high quality Clerk to provide the Governing Board and its committees with administrative support and guidance. The successful candidate will advise the Governing Board on governance, procedural and constitutional matters; manage memberships; administer meetings; maintain appropriate records and manage information, in line with relevant legislation, guidance and best practice.

They will be reliable, flexible and able to attend meetings of the Governing Board and its committees held 20 times per year on Mondays or Tuesdays during term time. Meetings normally take place between 1 p.m. and 5 p.m. They may also be required to attend preparatory meetings at mutually agreed times during the school day.

Applications are invited from suitably qualified or experienced individuals who have excellent listening and oral and written communication skills as well as good ICT skills.

This role is permanent, subject to a probationary period.

Jericho Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Appointment to this post will be subject to a satisfactory enhanced check being sought from the Disclosure and Barring Service (DBS).

To obtain an application form, job description and person specification, please email our school business manager - k.hannah@jericho.cumbria.sch.uk.

Completed application forms must be returned to Karen Hannah, School Business Manager by Thursday 18th June 2026 at 12 o'clock Midday. Please note that CVs will not be accepted.

Closing Date: Thursday 18th June 2026.

Interview Dates: July 2026

Disability Symbol User: YES

Cumbria County Council Equal Opps Policy: YES

Catholic School: North West Catholic Diocese Equal Opps Policy: NO