

- School: Moor Row Community Primary School
- Job Reference:
- Job type: Administration and Business Operations
- Contract: Permanent
- Work pattern: Part-time
- Salary: BS5 - £25,989 FTE per annum pro rata
- Date posted: 1.6.26
- Closing date for applications: Friday 19th June 12 noon
- Employer: Cumberland Council

Permanent Part Time Clerk to the Governors / Governance Professional Level 2

BS5 - £25,989 FTE per annum pro rata (£13.47 per hour)

2 hours per week, term time only (hours can be worked flexibly)

Start Date – 1st September 2026

The Governors of Moor Row Community Primary School are seeking to appoint an enthusiastic and committed Clerk to the Governors who will have strong administrative, organisational and interpersonal skills and who will work closely with both the head teacher and the Chair of Governors in organising the work of the governing board.

As clerk, you will contribute towards the efficient and effective functioning of the governing board and its committees by providing:

- administrative and organisational support
- guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework
- advice on procedural matters relating to the operation of the board

In return, we can offer an extremely friendly, caring and welcoming school community and a committed and supportive governing board who have a strong vision and strategy for the school.

If you have the qualities required, along with the passion and aspirations to contribute to the continuing success of our school, then we would very much welcome an application from you.

Application forms and a job information pack can be downloaded from our school website www.moor-row.cumbria.sch.uk

Completed application forms along with a covering letter should be submitted via email to j.beavis@moor-row.cumbria.sch.uk

Moor Row Community Primary School is committed to the safeguarding of children and expects all staff and volunteers to share this commitment. Written professional references will be taken up and any offer of employment will be subject to an enhanced DBS check and relevant criminal records check.