



Part-Time Permanent Clerk to the Governors

Orton CE Primary School is a thriving small rural school in Cumbria and the Yorkshire Dales National Park. Postcode CA10 3RG

Orton CE School is 'A happy place to learn, grow and thrive' and is looking for a new member to join our hard working, committed and supportive team of governors and staff.

The Governing Body of Orton CE School is looking to appoint a permanent Clerk to the Governors

Required ASAP. There will be training and handover will be supported.

The post will require the attendance of approximately four full governing body meetings per year and approximately six committee meetings as deemed necessary by the Chair of Governors and Head Teacher.

The post is approximately 2hrs per week work, term time only. The successful candidate will have good administration, organisational and ICT skills with an eye for detail and an ability to communicate at all levels.

£25,989 pro rata term time only.

The school is committed to safeguarding and promoting the welfare of our young people, appointments will be subject to satisfactory references and enhanced DBS check.

Please apply for this post by using a Westmorland and Furness application form.

To arrange a discussion please contact the Chair of Governors email:

JohnNewton@orton.cumbria.sch.uk

For an application pack please download from our school website www.ortoncofeprimary.co.uk

Closing date: 12 Noon Monday 20th April 2026 – emailed applications preferred