



**WROXALL
PRIMARY SCHOOL**

CHALLENGE • ACHIEVEMENT • RESILIENCE • ENJOYMENT

WROXALL PRIMARY SCHOOL

**Wroxall Primary School,
Castle Road,
Wroxall, Ventnor,
Isle of Wight. PO38 3DP**

Tel: 01983 852290
Email: headteacher@wroxallprimary.co.uk,

Start Date: 1st September 2026

POST: Clerk to Governors (Permanent Position)
Salary: Grade 6A £26,825 - £28,142 Actual salary: £2,791 pa
Hours: 175 hrs per annum

The Governors of Wroxall Primary are seeking to appoint a Clerk to Governors who is professional, personable and efficient, preferably with some experience in school governance. Confidentiality is essential to this role.

Excellent administrative and communication skills with experience in minute taking are essential. The candidate will need a high standard of IT skills and access to the internet at home. A flexible approach to working hours is needed, as meetings will be held in the evenings.

Responsibilities include working closely with the Chair of Governors, the Headteacher and other governors to secure the continuity of governor body business and to advise on procedural and legislative matters to ensure the governing body works to the legal framework required.

Tasks include the preparation and circulation of papers, attendance at meetings and minute taking, as well as keeping up to date with current educational developments and legislation affecting school governance.

We can offer a working environment where everyone is committed to excellence and continuous improvement and the support of a friendly team of governors and staff in our school.

Visits to the school are welcomed, please contact the office on 01983 852290 to arrange.

Wroxall Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

For further information and an application pack please see 'Vacancies' on the school website:
www.wroxallprimary.co.uk

Please return completed forms to: headteacher@wroxallprimary.co.uk

Closing date: Noon: Friday, 8th May 2026
Interviews: W/C: 18th May 2026