



Milton Road, Addlestone, Surrey KT15 1NY

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Headteacher: Mrs T L Good BEd Hons, MA, NPQH

<b>School:</b>	<b>Ongar Place Primary School</b> <b>Milton Road</b> <b>Addlestone</b> <b>Surrey</b> <b>KT15 1NY</b>
<b>Tel:</b>	01932 842785
<b>E-mail:</b>	<a href="mailto:info@ongar-place.surrey.sch.uk">info@ongar-place.surrey.sch.uk</a>
<b>Age range:</b>	4 – 11 and Nursery 2 - 4
<b>Job Title:</b>	<b>Clerk to Governors</b> (can be combined with the Admin Assistant Role see advert)
<b>Contract:</b>	Approximately 80 hours a year (see below)
<b>Salary:</b>	PS6 80 hours approx. £1,500
<b>Starting date:</b>	TBC

#### **Details of post:**

The Governing Board of Ongar Place Primary School are looking for someone who is reliable, confident, good with people and with an interest in school governance. You will need skills in good administrative practice and experience of minute taking. You will also need to be able to edit and refine documents to make them clear and easy to read and be confident in the use of Microsoft Word, Excel and email and have access to the internet.

Tasks include the preparation and circulation of papers, taking minutes at meetings, providing procedural and legal advice as appropriate, record keeping, and other duties as agreed with the governing board. Full training and ongoing support will be provided. An understanding of confidentiality is essential for this role.

They will be required to work effectively with the co-chairs of governors, headteacher and other governors and senior staff.

Attendance at all governance meetings is essential. These are currently 6 on-site sessions in the evening, scheduled between September and July. A flexible approach and the ability to travel independently is key. The rest of the hours can be worked at the Clerks own discretion either at home or in school by negotiation in keeping with set deadlines.

#### **We are looking for someone with:**

- excellent interpersonal skills and communication skills
- a commitment to children's welfare and learning
- highly organised
- have experience working with professionals at a senior level
- self-motivated, and able to work independently
- able to work to deadlines
- work with discretion and maintain confidentiality

#### **What We Offer**

- a strong team of highly motivated Governors.
- a supportive Co-chairs of Governors and Headteacher.
- a well-resourced and fun school with an inclusive ethos.
- training and personal development opportunities

## **How to Apply**

We warmly welcome visits to the school – come and see if Ongar Place is a place you would like to work. If you would like to arrange one, please telephone 01932 842785 or email [info@ongar-place.surrey.sch.uk](mailto:info@ongar-place.surrey.sch.uk)

Application packs are attached to this advert or available through the school office.

Please submit your completed application to Claire Reardon, School Business Manager [info@ongar-place.surrey.sch.uk](mailto:info@ongar-place.surrey.sch.uk). Applications should only be submitted using the Surrey Support Staff Application Form. CVs will not be accepted.

Please note: To avoid disappointment, you are advised to submit your application as soon as possible as we reserve the right to close the vacancy early if a high volume of applications are received. This is to ensure that we can manage application levels whilst maintaining a positive candidate experience.

The post of Clerk is for 80 hours a year including 6 in person meetings.

Please see our website, [www.ongar-place.surrey.sch.uk](http://www.ongar-place.surrey.sch.uk), for further details and an application form

Visits to the school are warmly welcomed. Please contact the school office to make an appointment.

Closing Date: Jan 19<sup>th</sup> 2026 at 12 noon

Interview date: Week of Jan 26<sup>th</sup> 2026