



Clerk to Governors Required

Salary: Scale 5, Point 12 [£28,958pa] £14.82 per hour

Hours: 2.42 hours per week, 52 weeks per year

The Governors at the Queens' Federation are seeking to appoint Clerk to the Governors, to join our team who is organised, professional, personable and efficient.

The Clerk's main role is to provide professional clerking services to the Governing Body, various Committees and other panels. The successful candidate will have excellent verbal and written communication skills with experience of minute taking. They will need good interpersonal skills and organisation skills and be competent in the use of Microsoft software email and internet. A positive attitude to personal development and training with a flexible approach to working hours would be welcomed. Preparation and attendance for evening meetings will be payable at an hourly rate.

Queen Edith and Queen Emma Primary Schools are part of the Queens' Federation. They are two large, thriving city schools, both in the centre of Cambridge. They are run by one Governing Body and a highly experienced leadership team.

The Queens' Federation is committed to safeguarding and promoting the welfare of children, as detailed in our Safeguarding and Child Protection Policy. An offer of employment is subject to satisfactory pre-employment clearances including the right to work in the UK, ISA registration, and an enhanced DBS Check, Medical Check and two satisfactory references.

For further information and an application form please visit our website www.queenemmaschool.org.uk or contact Jovita Dargiene on (01223) 714305 or via email jdargiene@queenemma.cambs.sch.uk.

Please note the school may decide to withdraw the advert before the closing date or interview suitable candidates prior to the advert closing.

Closing date: Monday 15th December 3pm

Interview date: January 2026 (date to be confirmed)