



# St. Peter's C.E. Primary School

Holmans, Ardingly, West Sussex, RH17 6UQ

Telephone: 01444 892314 Email: [office@st-peters.school](mailto:office@st-peters.school)

Headteacher: Mr J. Savage Deputy Headteacher: Mrs V. Price



November 2017

Dear Applicant,

Thank you for expressing an interest in the role of Clerk to the Governing Body here at St. Peter's C.E. Primary School. As a church school, proud of its Christian Ethos, we seek to provide a loving, caring and supportive learning environment where children feel safe and happy to learn. We aim to unlock the potential inside each and every unique individual and the successful applicant will need to share this ambition.

Our school vision of **Achieve-Believe-Create** leads all we do to prepare our children for the journey of life. Your role as Clerk to the Governing Body would be to not only provide effective and confidential administrative support to governors, but also advice on governance, constitutional, legal and procedural matters to facilitate the effective work of the Governing Body. St. Peter's is a fantastic school on a journey of improvement with a friendly, supportive and committed team of staff and governors, many of whom are new in post.

You will have received the job description and person specification relating to this position. I hope that along with our school website, the information is useful in helping you to make a decision about applying for this post. When applying, please complete one side of A4 as to why you should be appointed including details of your suitability for the post.

Please contact the School Secretary, Gina Griffin, on 01444 892314 or [office@st-peters.school](mailto:office@st-peters.school) if you would like any further information. We look forward to meeting you.

Yours sincerely,

Jamie Savage  
Headteacher

Sharon Dorkings  
Chair of Governors

