



Clerk to the Governing Body

Start: September 2025

Casual Contract - Paid on a per hourly basis.

SCP 15 £ 17.54 an hour in addition to holiday pay.

Grey Court is a vibrant, successful and well-established school situated on an impressive site close to the River Thames and Richmond Park. Rated as outstanding in all areas in March 2013, then in January 2018 and now once again in February 2024, we continue with our ambitious vision for both staff and students. Come and join us!

About the role

We are looking to appoint a clerk to the Governing body.

About you

The successful applicant should have excellent written and verbal communication skills, be well organised and able to work unsupervised. A good understanding of relevant governance skills within a school would be desirable, as would an enthusiastic attitude and a natural ability to use their initiative.

It is essential that the candidate demonstrates an ability to work with a range of people at all levels.

About us

Grey Court is committed to recruiting the very best teachers and support staff to benefit student experience in the classroom. We are an Ofsted rated outstanding school offering a comprehensive range of GCSEs, A levels and BTEC level 3 diplomas. We serve a diverse community and ensure we bring out the best in each student, be that through following vocational or academic pathways.

Grey Court is part of the Wandle Teaching School Hub and provides a tailor made Early Career Teacher (ECT) programme to develop all aspects of our early career teachers and trainee teachers. The majority of ECTs stay with Grey Court after their training and many teachers progress to leading roles within the school or their own departments.

As a training school we value the continuous development of our staff and offer a full range of professional training opportunities including in-house and cross-MAT CPD and national leadership programmes.

Grey Court is part of the Every Child, Every Day multi academy trust which is made up of three local secondary schools. We are based in the London borough of Richmond, with good public transport links and close to the river Thames and Richmond Park.

Grey Court is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

If you would like to work with us, we look forward to hearing from you.

Closing date: February 25, 2025 12PM

Interview date: TBC

For more information about Grey Court School please visit our [website](#).

For an informal discussion please [email](#) Ms Siriol Davies, Clerk to the Governors.

Job applications may only be submitted via the [TES website](#).

Please download, fill in and then upload the provided application form.

We do not accept CVs or other unsolicited documents emailed to us.

We reserve the right to close the advert early should an appropriate applicant be identified.

Only shortlisted applicants will be called for an interview.

If you do not hear back from us within a week of the closing date, please assume you have not been shortlisted this time.

The Governing and Trust Bodies are committed to safeguarding and promoting the welfare of all our children and expect all staff to share this commitment. We fully recognise our responsibilities for safeguarding and child protection.

Any offer for taking up this role will be subject to receipt of satisfactory checks, including an enhanced disclosure and barring service (DBS) check, overseas criminal record checks where relevant, online background checks (including social media) and receipt of satisfactory references. It is an offence to apply to work with children if you are barred from engaging in regulated activity relevant to children.

The schools within the Trust are committed to all aspects of personal development, are inclusive and seek to ensure every student achieves to the best of their ability.