

**Headlands School**  
**Sewerby Road, Bridlington, YO16 6UR**



**Administrative Assistant - Clerk to the Governing Body**  
**8 hours per week, Term Time only**  
**Permanent Contract**  
**Grade 4A - £26,409 pro rata**  
**Actual Salary £4,800**

If you are looking for an exciting and flexible part time role and would like the opportunity to grow professionally, this position maybe just what you are looking for!

A unique opportunity has become available as an Administrative Assistant to act as Clerk to the Governing Body at Headlands School.

You will provide organisational and administrative support to the wider school community and the governing body. The post holder will have excellent administrative, organisational and people skills, the ability to communicate effectively, a high standard of written English and an eye for detail.

The successful candidate will be part of a strong administrative team but will also need to be able to work independently. Previous experience of working in schools and / or clerking would be advantageous but is not essential. External Clerking training will be provided.

Governor Committee Meetings take place on a Thursday evening (9 committee meetings per year). Working hours outside of committee meetings are flexible to suit the needs of the individual but will also need to be agreed and suit the requirements of the school.

We can offer you:

- A chance to learn and develop with good further training opportunities
- Free onsite Gym Facilities
- A supportive and collaborate team working environment
- Access to a free staff Counselling Service
- Cycle to Work Scheme
- Local Authority Reward Scheme

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This appointment will be subject to an Enhanced DBS check.

An application pack can be obtained from our website: [www.headlandsschool.co.uk](http://www.headlandsschool.co.uk), please email your completed application to: [h.r@headlandsschool.co.uk](mailto:h.r@headlandsschool.co.uk).

Closing date: Friday 18 July 2025

Interview date: Week commencing Monday 21 July 2025