PACK FOR THE POST OF

Secretary to the Governors (part time, term time only)

Starting January 2026

Town Close School

TOWN CLOSE SCHOOL

A WARM WELCOME

From the Head at Town Close School, Norwich

This is an exciting opportunity to work in a leading preparatory school with excellent facilities. The successful candidate will be a team player, taking a full part in the wider life of this happy and busy school.

Town Close School is a co-educational day school of over 420 pupils aged 3 to 13 years, situated close to the centre of Norwich on a beautiful 15-acre site, including conservation woodland. Founded in 1932, it is now a charitable trust managed by a board of governors. The School is based around two large townhouses and their extensive gardens; the main house is early Georgian and the other mid-Victorian. Purpose-built classrooms and other premises and accommodation have been added, most in recent years. A high specification Sports Hall was opened in September 2009, a superb performing arts hall in January 2010 ad the Pre Prep and Nursery was extended and re-furbished in 2017. A second science lab was opened in January 2025 and a drama studio, cookery room and renovated Reception garden were opened in September 2025.

Education lies at our core with pupils motivated to achieve, maintaining our outstanding reputation, with the encouragement of dedicated, capable staff and a loyal, supportive parent body.

In 2020, we were awarded the prestigious national honour of TES Pre Prep/Prep School of the Year. Despite the current climate, demand for places is excellent and academic performance is strong.

We aim to develop the full potential of each pupil. We are proud of our academic record, our renown for music, drama, technology and art, and our reputation for sport. Town Close School underwent a routine inspection in February 2022 conducted by the Independent Schools Inspectorate. The 'excellent' status was given in all areas of Education Quality Inspection, and the inspectors found the School to meet all requirements of the Compliance Inspection. Both reports can be viewed via our website www.townclose.com.

We look forward to hearing from you.

Town Close School is seeking a highly organised and discreet individual to serve as Secretary to the Governors, supporting the effective governance of the School. This is a key administrative role, providing professional administrative support to the Chair of Governors and the Governing Body to ensure good governance, and efficient operation. You will report to both the Chair of Governors and the Bursar, in her capacity as Clerk to the Governors.

Key responsibilities:

- Provide administrative support for all Governing Body meetings, including scheduling, preparing agendas, distributing papers, and taking accurate minutes.
- Liaise with the Headmaster, Bursar, and other senior staff to coordinate governance matters.
- Support the induction and ongoing training of Governors.

The ideal candidate will have:

- Excellent written and verbal communication skills.
- Strong organisational and time management abilities.
- Discretion and professionalism in handling confidential information.
- Familiarity with governance procedures in an educational setting (desirable but not essential).
- Proficiency in Microsoft Office and digital document management.

Terms

- Part time, term time only.
- There are approximately 12/15 meetings per academic year, it is envisaged that for each meeting an allowance of 1.5 hours clerking time is provided for each hour of meeting time. So a 3 hour meeting would have 4.5 hours of clerking time allocated for it. You would not be expected to attend the meetings, minutes can be taken from recordings.
- Competitive hourly rate, commensurate with experience.
- This is a rewarding opportunity to contribute to the strategic leadership of a thriving independent school. Training and support will be provided for the right candidate.

Safeguarding statement

- Town Close School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check and provide satisfactory references prior to appointment.

TERMS OF APPOINTMENT & APPLICATION PROCESS

Salary and Benefit package

Salary, which will be commensurate with experience, is based on the Town Close Scale between points 22 - 25 (£14.74 - £15.78 per hour).

Benefits include

- Refreshments if working on site
- Onsite parking if working on site
- Discounted school fees for your child/ren
- Pension scheme
- Free flu jab on site

Equal Opportunities

Town Close is an equal opportunities employer and the School is committed to equality and diversity.

Safeguarding

All positions at Town Close are subject to an enhanced check from the Disclosure and Barring Service and the receipt of satisfactory references. The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Our safeguarding policy, including child protection, can be found in the policies section of our website.

How to apply

Please complete and return the application form, which is available on our website. This should be accompanied by a letter of application of no more than 500 words addressed to:

Mrs K Artherton, Bursar

Either by email to: bursar@townclose.com or post to:

Town Close School
14 Ipswich Road
Norwich
NR2 2LR

Closing date: Friday 14th November 2025
Interviews: week commencing Monday 17th November 2025