



Achieving, Caring, Enjoying

22nd September 2026

Dear Applicant,

Thank you for your interest in Clerk to the Governors post which is offered as soon as possible; this is a permanent, part-time post (2 hours per week during term time only).

The application pack includes a job description, person specification and an application form. Please complete the application form and return it to us electronically to head@lowther.cumbria.sch.uk, including a letter (not exceeding 2 sides of A4) outlining how you meet the requirements of the job profile and person specification.

The school is committed to safeguarding and promoting the welfare of children in its care and expects all staff to share this commitment. The school recognises that an important element in keeping children safe from harm is to ensure that unsuitable people do not have access to the school. All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#).

Shortlisted candidates will be asked to complete a self-disclosure form to provide details of all unspent convictions and those that would not be filtered or protected, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

The successful candidate will be expected to follow the school's policy for Child Protection (available from the school and on the school website). All disabled applicants who meet the essential criteria in the person specification will be interviewed. All applicants will be considered on the basis of suitability regardless of sex, race, gender, religion or belief, marital status or disability.

I would be delighted to show you our school and tell you more about the role and I look forward to meeting you and receiving your application.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Alice Vince".

Alice Vince
Chair of Governors

