

# Clerk to the Governors

School:	Horton CofE VA Primary School	Posted:	15th March 2019
Location:	Bristol, South Gloucestershire	Expires:	30th March 2019
Contract Term:	Temporary	Start Date:	12:00 AM
Salary:	Fee - £1048.22 per annum	As soon as possible	
Hours:	Part Time	Job ID:	1036182
		Job Reference:	HORTS1503

## Horton CofE VA Primary School

This is a part-time casual office holder position.

Salary: Fee - £1048.22 per annum

The role is as a holder of office and will primarily be undertaken in term time. There will be 6 Full Governing Body meetings and 6 Committee meetings per year. Meetings are generally held in the evenings, between 6pm and 9pm.

We are looking for someone who:

- Has experience as an administrator
- Is IT literate
- Is well organised
- Has good communication skills
- Is able to take accurate minutes at meetings
- Is able to maintain impartiality and handle confidential minutes
- Is capable of advising Governors on changes and updates in legislation and other requirements

You should be reliable and have a flexible approach. Previous clerking experience is desirable though not essential as training and support will be available.

The holder of office will be required to liaise with the Head Teacher and Chair of Governors / Committees as relevant in order to set an appropriate agenda which, together with the associated documents, need to be shared, in good time, with the relevant members of the Governing Body.

They will then be required to take detailed, accurate minutes and get them typed up and shared within a week of the meeting.

Other than attendance at meetings, the role will be carried out at home, at times of the day to suit the Clerk, whilst ensuring agreed deadlines are met.

The role of Clerk to Governors provides a valuable insight into education and a school environment, providing an ideal stepping stone for someone looking to get into a school-based administration role.

Horton C of E VA Primary Governing Board is committed to safeguarding and promoting the safety and welfare of children. Therefore, you will be expected to share this commitment and all appointments will be subject to appropriate vetting including an enhanced DBS disclosure check.

For further information, you should contact the Chair of Governors, Louise Charlton, via the school office. A copy of the Description of Duties of Office is attached for your convenience.

The school is committed to safeguarding and promoting the safety and welfare of children and young people. All staff and volunteers are expected to share this commitment and all appointments will be subject to appropriate vetting, including an enhanced DBS disclosure check.

Closing date for applications is Friday 29th March.

### Safeguarding Statement:

Horton CofE VA Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.