

Vacancy - Clerk to the Governing Body

Pay scale point 11 - £16,466 p.a. pro rata – (£8.53 per hour, £88.22 per calendar month).

The Governors wish to appoint a Clerk to provide administrative support to the Governing Body.

The full Governing Body and statutory committees meet each term - approx. 9 meetings each academic year. The meetings usually take place in the evenings between 5pm—7.30pm.

The pay is calculated at 3 hours per week, term time only.

The role of the clerk involves:

- *preparation and circulation of the agenda and documents prior to meetings*
- *taking minutes of meetings*
- *producing and circulating the minutes and supporting documents.*

The purpose of the clerk's role is to:

- *Provide advice to the governing body on governance, constitutional and procedural matters.*
- *Provide effective administrative support to the governing body and its committees.*
- *Ensure the governing body is properly constituted.*
- *Manage information effectively in accordance with legal requirements.*

The clerk is the 'constitutional conscience' of the governing body and s/he should be accountable to the governing body.

Training and Support is supplied as part of this role.

This position is an important role in the life of the school, and would suit someone with experience or an interest in business and admin.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all of its employees to share this commitment. The successful applicant will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

If you are interested in finding out more about this post, please contact Mr Beattie or Mrs Bragg for an informal chat, or email the school for further details and an application form.

See the attached Job Description.

More details can be found at <https://www.nga.org.uk/Guidance/Workings-Of-The-Governing-Body/Clerking/Clerk-s-job-description.aspx>