

'Preparing today's children for tomorrow's challenges.'



Martley CE Primary School

Post Title: Clerk to the Governors
Scale/Grade: Payment Range 3 (£10.72 - £12.22 hourly rate, dependent upon experience/service)
Reporting To: The Governing Body
Hours: Approximately 93 hours annually.

The Governing Body is looking to appoint an outstanding Clerk to Governors with immediate effect. The Clerk to Governors will be accountable to the Governing body, working effectively with the Chair of Governors, and with the Head Teacher.

The Clerk's main role is to provide professional clerking services to the governing body and its committees. You will:

- Be able to take accurate minutes from your own notes to then produce well-presented minutes for distribution
- Collate and distribute agendas and associated paperwork in advance of meetings
 - Be available to take minutes at all meeting throughout the year, (5 full Governor meetings and approximately 6 committee meetings year. Meetings will usually take place in the afternoons and early evenings.
- Provide procedural and legal advice and guidance
- Attend relevant training events organised by the Local Authority.

Experience is desirable but not essential as training will be provided.

Candidates should be competent in the use of a word processor, email and internet, be willing to use a 'cloud base' ICT system and have access to a computer. You should have an interest in education, be tactful and able to deal with matters confidentially. You should be reliable and have a good sense of humour.

A copy of the job description, person specification and application form are available on our school website.

Applications can be submitted electronically.

Closing date: 28th February 2018 at 12 noon

The successful candidate will be subject to an enhanced Disclosure and Barring Service check. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.