



## Compton All Saints C of E Primary School



### VACANCY FOR CLERK TO GOVERNORS

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| <b>Closing date:</b>   | Monday 16 <sup>th</sup> April 2018 (noon)  |
| <b>Interview date:</b> | TBC  |
| <b>Contract/Hours:</b> | Permanent, part time, 129.5 hours/year   |
| <b>Salary type:</b>    | Support staff  |
| <b>Salary:</b>         | Scale D (£19,848 - £22,338 FTE) pro-rated for 129.5 hours per annum plus annual leave and bank holiday entitlement |
| <b>Location:</b>       | Compton All Saints' C of E Primary School  |
| <b>Contact email:</b>  | adminoffice@compton.hants.sch.uk   |

We are looking to recruit a new Clerk to the Governors of our happy and successful school. The applicant will be required to attend all 6 Full Governing Body (FGB) meetings and 12 sub-committees per year. FGB meetings are held on Thursday evenings at 7.30pm and sub-committee meetings are usually held on Wednesday afternoons at 4pm.

Our Clerk works closely with the Governors, Headteacher and office team to ensure the smooth running of the Governing Body. It is essential that the candidate is extremely organised and reliable. Prior clerking experience in the education sector would be highly desirable and an advantage.

The applicant will need to:

- Prepare timetables and agenda for the Full Governing Body and Sub-Committees in consultation with the Chair of Governors and the Headteacher.
- Take accurate minutes of meetings of the Full Governing Body and Sub-Committees, ensuring that the supporting paperwork is distributed and filed promptly.
- Carry out the statutory requirements of the role regarding Governing Body membership. Support for this is provided through communications and training from Hampshire Governor Services.
- Provide procedural guidance.
- Ensure all records are kept up to date.
- Respect the confidentiality of Governing Body procedures in all matters and comply with current data protection legislation.
- Be able to develop good working relationships with the Governing Body, Headteacher and school office staff.
- Have home access to computer, printer and the internet and be able to travel to and from school easily.
- Be willing to undertake Hampshire Governor Services training as necessary.

Introductory training for the role of Clerk is provided by Hampshire Governor Services and their website provides a wealth of information on the role and the responsibilities of the Governing Body as a whole.

For an application pack please contact [adminoffice@compton.hants.sch.uk](mailto:adminoffice@compton.hants.sch.uk)