

Clerk to Governors Advertisement

School:	Littledean C of E Primary School
Address:	Church Street Littledean Glos GL14 3NL
Email:	admin@littledean.gloucs.sch.uk
Telephone:	01594 822171
Post Title:	Clerk to Governors
Grade:	NCJ Grade 6 point 15 - 20
Salary:	£22,911 – £25,295 pa pro rata pa, pro rata
Allowances:	No management allowance / NA
Hours:	Part time: 1.30 hours per week, worked over 38 weeks per year, term time only (50 hours pa)
Contract:	Permanent following probationary period
Closing Date:	Noon – Monday 22 nd June 2020
Interview Date:	TBA
Start Date:	1 st September 2020

The Governing Board of Littledean C of E Primary School is looking to appoint a professional Clerk to Governors to act as the official channel of communication to and from the governing body and to enable the governing body to function smoothly and efficiently.

Main duties include:

Setting agendas in collaboration with Chair of Governors, Head Teacher and Business Manager, distribution of supporting paperwork, writing concise and accurate minutes and ensuring actions are taken prior to the next meeting.

We would welcome all applicants to the school for an informal visit. Please contact the office to arrange a suitably convenient time.

To apply, please complete the schools application form available on the school website – www.littledeanprimary.co.uk and return to the school by post.

Littledean C of E Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.