



KINTBURY ST. MARY'S
CE PRIMARY SCHOOL

KINTBURY St MARY'S C.E. PRIMARY SCHOOL

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'Creating memories, building futures, through hope, friendship & respect'.

Clerk to the Governors

To commence as soon as possible

This is a part time, permanent contract position with approximately 152 hours per annum (4 per week). Salary Grade E, SCP 7-12 (£20092-£22183) per annum, pro-rata – equivalent to £10.41–£11.49 per hour) depending on experience and length of service within the local authority.

We are looking for a Clerk to the Governors to support our Governing Board. This is a key role providing administrative support to the governing board of Anywhere School, reporting to the Chair of Governors. This vital position ensures the effectiveness of the governing board by meeting the administrative and procedural requirements and enabling the board to fulfil its statutory responsibilities.

Principally, as a Clerk to Governors, you will be responsible for preparing agendas in consultation with the Chair of Governors and Head teacher; taking and writing up minutes of governing board meetings, distributing documentation and other information to the governing board. You will also need to become familiar with the DfE's Clerking Competency Framework, the Governance Handbook and provide accurate legal and procedural advice to governors as and when required.

Currently, meetings are held after school hours meaning that a willingness to attend evening meetings is essential. However, most of the administrative duties can be undertaken in the successful candidate's own home. The successful candidate will also be expected to attend induction training and some training sessions, provided by the Local Authority, which are held during the working day. We require someone with good listening/communication skills, together with an ability to successfully work independently and as part of a team. Good English, maths and Microsoft Office skills are also essential required attributes.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.

Closing date for applications is Tuesday 10th Aug 2021 @ noon and interviews will take place week Monday 6th September 2021.

We are committed to safeguarding and promoting the welfare of our children and expect all staff to share this commitment. The successful candidate will be subject to Disclosure and Barring Service checks along with other relevant employment checks.