

# Clerk to the Governors

School:	St Andrews CofE Primary School	Posted:	3rd February 2020
Location:	Cobham, Surrey	Expires:	24th February 2020 09:05 AM
Contract Term:	Permanent	Start Date:	As soon as possible
Salary:	S6 or S7 - FTE £23,951 to £29,912	Job ID:	1088439
Hours:	Full Time		



St Andrews CofE Primary School

## Clerk to the Governors

**Part-time and term time only, 209 hours per year (paid monthly)**

**Pay Grade S6 (FTE £23,951 to £26,438) or S7 (FTE £27,099 to £29,912) depending on experience**

**Starting pro-rata salary £3,039 or £3,438**

The governors of St Andrew's C of E Primary are looking to appoint an experienced and self-motivated clerk to join this friendly school at the heart of its community. The clerk is accountable to the governing board, working effectively with the chair of governors, the co-headteachers and other governors.

The clerk to the governors will ensure the smooth running of the governing board: preparing agendas and meeting papers, taking and distributing minutes, providing administrative support, keeping statutory records up to date, maintaining records on policies and date of reviews, and providing procedural and legislative advice to the governing board.

The ideal candidate will be highly organised and able to work to tight deadlines, knowledgeable on governance procedures and education legislation and guidance, an excellent communicator, an ability to maintain confidentiality and have a flexible approach to work.

This is a part-time role covering four local governing body meetings and twelve committee meetings per year. Meetings times vary, mostly early morning and early evening, and last approximately two hours. Full CPD is offered and clerks are expected to attend all relevant training events and briefings.

The salary has been calculated allowing 17 hours per local governing body meeting, 10 hours per committee meeting, 4 hours training per term and 9 additional ad hoc hours.

### Benefits Include:

- Local Government Pension Scheme
- Free parking
- My Staff Shop: A reward scheme for employees of Surrey County Council, includes Childcare Vouchers, Cycle to Work Scheme, discounts off local shops and cinema tickets etc.
- An Employee Assistance Programme (offering around the clock, free, confidential assistance)

If you would like to contribute to our inclusive culture that is ambitious for every child to live life in all its fullness, then we would love to hear from you.

We welcome early applications and will consider holding interviews before the closing date for strong candidates.

Closing Date: 24/02/2020 – 9.00am

Interview Date: 27/02/2020

Start Date: As soon as possible

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any successful applicants will be required to undertake a Disclosure check by the Disclosure and Barring Service. We are unable to accept CV's and the school application form needs to be completed for you to be considered.

**Safeguarding Statement:**

St Andrews CofE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.