

ST HELEN'S C OF E PRIMARY SCHOOL, ALVESTON

CLERK TO THE GOVERNING BOARD – ROLE DESCRIPTION

Start Date: Spring / Summer 2021

Remuneration: up to £2,000 per annum (subject to scope and hours worked)

Position: Part-Time, Office Holder Position

Hours: Variable / Flexible



St Helen's CE Primary School is seeking to appoint a Clerk to Governors to commence duties ideally with effect from Spring / Summer 2021 (the current clerk is acting on an interim basis meaning that there is some flexibility around the start date, which could be at the start of the next academic year, if necessary).

We are a one-form entry Primary School, rated as 'Outstanding' in our last Ofsted assessment (December 2019). Our vision is something that motivates and inspires us and keeps us focused on where we want to go as a school; it's a vision for everyone connected with St Helen's; the children, staff, parents and governors. Our vision is: *Excellence, enjoyment and achievement together in a nurturing Christian community.*

The Role

We are looking for someone who:

- Has experience as an administrator;
- Is IT literate - being proficient with MS Office applications including Outlook, Word, Excel and Teams;
- Is exceptionally well organised;
- Has good communication skills;
- Is able to take accurate minutes at meetings;
- Is able to maintain impartiality and handle confidential minutes;
- Is capable of advising Governors on changes and updates in legislation and other requirements.

Ideally, the postholder will have access to their own technology - laptop/PC.

Previous clerking experience is desirable though not essential as training and support will be provided.

Governing Body Meetings / Committee Meetings are generally held in the evenings, between 6pm and 9pm. Other than attendance at meetings (which are currently held virtually due to the Covid-19 pandemic - this may continue for some or all meetings for some time), the role will be carried out at home, at times of the day to suit the Clerk, whilst ensuring agreed deadlines are met.

The role of Clerk to Governors provides a valuable insight into education and a school environment, and is an extremely rewarding role in itself while providing an ideal stepping stone for someone looking to get into a school-based administration role or other similar position.

The fee payable is up to £2,000 per annum and is based on 14 meetings (6 Full Governing Body meetings and 8 Committee meetings) per year.

For further information contact the Vice Chair of Governors, Kevin Hunt, by email: kevin.hunt@sgmail.org.uk or by phone: 07971 047 586. Alternatively, please contact the school office on 01454 866530.