



The Clere School

Clerk to Governors

Support staff Pay Scale: D

Approximately 13 meetings per annum

Mainly home-based working

112 hours per annum

Full Time Equivalent Salary: £25,628 to £28,326 per annum

Actual Annual Salary: £1,492 to £1,643 per annum

Are you enthusiastic, committed with great communication skills? We have an exciting opportunity for a dedicated individual to join The Clere school. The Clerk to Governors role provides flexible part time hours, where you would play an important role in supporting the School Governing Body to manage agendas, distribute documents and take and provide accurate minutes from meetings.

This is a rewarding and challenging role that will give you the opportunity to support Governors to deliver the best outcomes for our pupils at The Clere School in Burghclere. The role will involve attending and minuting Governor and Committee meetings and offer advice on Governance and procedures as required. There are a wide range of support networks and full training provided to support you in this role.

You must be able to work under your own initiative, manage deadlines and maintain accurate records. The ability to remain impartial, comply with data protection legislation and maintain confidentiality is essential. The role is mostly home based with the flexibility to complete clerking tasks around your existing commitments. The Governing body and committee meetings are held at the school usually starting at 6pm for 2 hours with approximately 13 meetings per year. To arrange an informal discussion around the role please contact clerk.governor@clere.hants.sch.uk.

The role is subject to an enhanced DBS check, , references will be required prior to interview.

"The Clere School and County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks."

Application instructions and closing date information:

Please download the application pack from the school website (www.clere.school) or email recruitment@clere.school

Application forms should be submitted by midday on Thursday 18 April 2024 applications will be considered as they are received.

