



VACANCY FOR CLERK TO GOVERNORS

Grade 6 (pts 15-20) £23,953-£26,446 pa pro rata
Part time permanent position at 100 hours per year
Start date 1st September 2022

The Governing Board of Hatherop C of E Primary School is seeking to appoint a dedicated and enthusiastic Clerk to Governors.

The successful candidate will be responsible for drafting agendas, attending meetings and producing the minutes, managing school policies, maintaining information on governors and their roles and advising the governing board on procedural and legislative matters.

Clerking duties will cover the organisation and management of approx. 10 meetings per year (held on Wednesdays at 6pm) plus additional governor communications via email as required. The successful candidate must be well organised, communicate effectively and have competent IT skills. The ability to maintain school confidentiality is essential.

Experience of governance or the clerk's role would be useful but not essential as training will be provided.

Visits to the school are warmly welcomed. For further information and an application pack, please contact Penny Ibbotson on email pibbotson@hatherop.gloucs.sch.uk. Details can also be found on the school website www.hatherop.gloucs.sch.uk

Completed application forms should be returned by noon on Thursday 30th June 2022 by email to Mrs Milly Bowring on cbowring@hatherop.gloucs.sch.uk

The 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. The position is subject to an enhanced DBS check.

Hatherop C of E Primary School, Hatherop, Gloucestershire, GL7 3NA
Tel 01285 750318
Email admin@hatherop.gloucs.sch.uk