

Vacancy
Clerk to Governing Body

Salary: Grade 5

Contract Type: Part time: approximately 3 hours per week, all year round, covering at least 6 board meetings. Meetings are either held in the morning or evening at the school all year round, other work can be completed at home or in school.

Location: Twyford, Wokingham

COME AND JOIN OUR TEAM AT THE COLLETON PRIMARY SCHOOL

The Governing Board are looking for someone who is reliable, confident, good with people and with an interest in school governance. You will need skills in good administrative practice and experience of minute taking. You will also need to be confident in the use of Microsoft Word, Excel and email and have access to the internet.

Responsibilities will include working effectively with the chair of governors, headteacher and other governors to secure the continuity of governing board business. To advise on procedural and legislative matters to ensure the Governing Board works to the legal framework. An understanding of confidentiality is essential for this role.

Tasks include the preparation and circulation of papers, taking minutes at meetings, providing procedural and legal advice as appropriate, record keeping, and other duties as agreed with the governing board.

Full training and ongoing support will be provided.

We can offer:

- a strong team of highly motivated Governors.
- a supportive Chair of Governors and Headteacher.
- training and personal development opportunities

Please visit the vacancies section of our website for full details and an application form. We recommend a visit to the school.

Applications will be considered on receipt and suitable candidates will then be invited to be interviewed.

We welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

We are passionate about creating a culture of wellbeing where all staff and pupils are valued and supported.

The Colleton Primary School is committed to equality and diversity and to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation.

Only School Application forms will be accepted, CVs are not accepted for any position within the school.

Should you require further details kindly contact Lucy Hill on admin@colleton.wokingham.sch.uk or 0118 934 0530.

Employer Information

The Colleton Primary School

Address: Colleton Drive, Twyford, RG10 0AX

Telephone: 0118 934 0530

Email: admin@colleton.wokingham.sch.uk

Website: www.colleton.wokingham.sch.uk