



St Chad's CE VC Primary School

'Learning to love, loving to learn'

Clerk to Governors required from March 2020

Salary: Fee - £1,200 per annum (based on 9 meetings per year). Additional hours will be paid at £10.81 per hour.

This is a part-time casual office holder position.

The Governing Body wish to appoint an enthusiastic, organised and highly motivated Clerk to join our successful, hardworking and happy team at St Chad's.

St Chad's is a popular school; you will be part of a dedicated and skilled team of Governors and Staff, who care about and enjoy their roles, and who are supportive of one another. St Chad's Patchway CE VC Primary school is friendly, inclusive and a great place to be. We cater for 210 pupils and continue to be a very well loved and oversubscribed school.

St Chad's CE VC Primary School is a single form entry, voluntary controlled primary school in Patchway, South Gloucestershire. Our school serves a diverse community with broad socio-economic backgrounds; its catchment area includes Patchway, Stoke Lodge, Bradley Stoke and the emerging development of Charlton Hayes.

We welcome children and families from all faiths, or no faith, and are proud of our inclusive and welcoming ethos, promoting our vision 'Learning to love, loving to learn' and Christian values to provide a nurturing environment in which all children can flourish.

Our Governing Body plays an important role in supporting the children and staff of St Chad's in all that they do and the Clerk's role is an important part of this.

Person Specification

We are looking for someone who

- has excellent organisational and communication skills
- has experience as an administrator
- is IT literate and familiar with and proficient in using Microsoft software
- is able to take accurate minutes in meetings
- is committed to ongoing professional development
- is flexible, approachable and reliable
- is discrete and able to handle confidential matters and maintain impartiality.

Key duties

The duties for this role are set out on the National Governance Association website and can be found by following this link <https://www.nga.org.uk/getmedia/56a94253-b65d-4c00-9181-1e6f5edf2df9/NGA-Guidance-Centre-Clerks-jd.pdf>. The key responsibilities for the Clerk to the Governors at St Chad's are

- attending and effectively administering the meetings of Full Governing Body (currently 4 FGB meetings, including an AGM, 5 committee meetings albeit occasionally additional meetings are required)

- preparing agendas and other meeting documentation and producing accurate minutes after each meeting and ensuring copies are maintained in school folders
- keeping FGB informed of changes to legislation and other governor requirements
- circulating information received from the Local Authority and/or the Diocese to FGB
- circulating all governor/Headteacher produced documentation to FGB
- liaising with the Headteacher and Chair of Governors and FGB as required.

The Clerk is a holder of office and, in keeping with the school's safeguarding policy, the appointment will be subject to the applicant providing satisfactory references and undergoing an enhanced DBS check. For further information or an informal chat, please contact the Chair of Governors, Becky Moyce, via the school office, 01454 866523 or admin@stchadsprimaryschool.co.uk.

Applications should be made by CV and covering letter including 2 references and should be sent to the Chair of Governors to the school office by email or post by no later than **Friday 14th February 2020, 9am**. Interviews will be held at a mutually convenient time.

We would like to appoint the successful candidate to start in March.

St Chad's is committed to safeguarding and promoting the safety and welfare of children and young people. All staff and volunteers are expected to share this commitment and all appointments will be subject to appropriate vetting, including an enhanced DBS disclosure check.