

Clerk to Governing Body – Swanmore Primary School

Closing date:	28 th June 2018
Interview date:	Tuesday, 3 rd July 2018
Job Start Date:	As soon as possible
Contract:	Permanent, part time
Salary Type:	Support staff
Salary Details:	Grade D1 £20,245 - £22,785 pro rata plus home-working supplement actual £1,596 - £1,790
Hours of work:	Hours are variable across each half term, but does involve evening work.
Location:	Swanmore Primary School
Contact email	adminoffice@swanmore-pri.hants.sch.uk

Job Person/Summary

We are looking for a new Clerk to the Governors for our friendly school. The successful applicant will need to provide the Governing Body with procedural advice in carrying out its statutory obligations and administrative support in fulfilling its strategic functions.

The post holder will need to have a flexible approach to time and will be required to attend meetings as follows:-

6 x Full Governing Body Meetings starting at 7.00pm

15 x Sub-committee Meetings at various times throughout the day/evening

Main Duties

- Providing advice and guidance to the Governing Body on governance, constitutional and procedural matters
- Carry out the statutory requirements of the role, regarding Governing Body membership and compliance with statutory responsibilities for agenda items and website information.
- Providing effective administrative support to the Governing Body and its committees, including preparation of timetables and agendas in consultation with the Chair of Governors and Headteacher.

- To ensure agendas and minutes, along with any necessary paperwork, are produced and distributed within the required timescale.
- Attendance at all meetings
- Attendance at training

The main duties involve agenda setting, minute taking, co-ordinating meetings including providing refreshments, word processing of policy documents and minutes, and dealing with governor' correspondence and enquiries, keep up to date with current legislation

Key Requirements

- A good standard of literacy and numeracy with the ability to produce high quality minutes.
- Exceptional IT skills, especially with Word and Excel and access to relevant equipment for working from home (computer, printer, internet)
- Understand the importance of the confidentiality required around this work and comply with the relevant data protection legislation.
- Willing to undertake any Hampshire Governor Services training as necessary for legal compliance or personal development and attend network meetings as required.
- Be an efficient administrator, able to use your initiative and able to work to the meeting deadlines.
- Be able to demonstrate a high standard of efficient and accurate record keeping.
- Be a confident researcher, able to manage information and advice from a variety of sources.
- Be able to develop good working relationships with the Governing Body, Headteacher and school staff.

Proven clerking experience in the education sector will be a distinct advantage in this role, as you will be supporting our Chair of Governors to ensure the smooth running of the Governing Body.

Safer Recruitment

Swanmore Church of England (Aided) Primary School and Hampshire 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.