Job Advert

Clerk to the Governors (Part-time)







We are looking for a motivated and team orientated Clerk to join our friendly School Governing Body. The role is part-time with approximately 2 hours per week. There is flexibility as to which days are agreed for the administrative aspects of the role. Governor meetings typically take place on Tuesdays, 6-8pm.

The Clerk is responsible for advising the Governing Body on constitutional matters, duties and powers and will work within the broad current legislative framework. Training will be provided. The Clerk works collaboratively alongside the Chair of Governors and Headteacher to ensure the smooth-running of governor meetings. It is a fascinating role that will provide great insight into the running of a school. Visits to the school are warmly welcomed.

Start date: as soon as possible

The pay is set at step C5 (Hampshire scale) which equates to £27,111 full time equivalent. This will be paid pro rata for the hours worked, which are 2 hours per week when averaged out. An enhanced DBS check and other employment checks will be made for successful applicants.

At St Anthony's, we are committed to providing an inspiring educational experience that is aspirational for all our pupils. Our belief is that everyone is entitled to be successful, to be cared for and to be supported within our school mission of 'Children in our Heart; Christ at the Centre'.

The successful candidate will:

- have experience of organising meetings, record keeping and information dissemination
- have experience of writing agendas and accurate concise minutes
- ideally, will have experience of working with the Local Authority / Diocese / a previous Governing Body / the DfE
- be organised and able to work independently
- show integrity and a commitment to confidentiality and impartiality.

If you would like further information, please contact Heather Barrett in the school office: 01489 579100 or office@saint-anthonysfareham.co.uk.

Closing date: Applications will be reviewed upon receipt and interviews arranged accordingly.

Safer Recruitment:

St Anthony's Catholic Primary School is 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 shortlisted candidates will have online searches completed as part of our due diligence checks. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.