

Theale C of E Primary School

Englefield Road, Theale, Berkshire. RG7 5AS
Tel: 0118 9302239 e-mail: hpa@theale.w-berks.sch.uk
Headteacher: Catherine Morley

Clerk to Governors

With an immediate start

Salary scale 7 - 12

£1,873 - £2,052 pa

£13.01 - £14.25 per hour

approximately 12 meetings per year (evening work included)
plus relevant clerical administration: an average of 12 hours a month, paid on a timesheet basis.

We are seeking to appoint an experienced Clerk to Governors to join our team. Your duties will include liaising with the school and governing body to arrange meetings, create agendas and take minutes. You will be required to organise and maintain all records for the Governing Body, including the governance section of the school website, and will need to work with the Chair of Governors to make sure that all regulations for school governance are met.

Application packs, including a full job description are available on the school website

www.thealeprimary.co.uk .

Send completed application forms to hpa@theale.w-berks.sch.uk .

All applicants are warmly invited to visit the school.

Applications will be considered on receipt after which suitable candidates will be invited to interview.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects 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 be asked to complete a criminal records self-disclosure form and successful candidates will be subject to disclosure and Barring Service (DBS) checks along with other relevant employment checks. In our school we are committed to securing genuine equality in all aspects of our activities as an employer and education provider.