

Clerk to Governors

Grade D £21,403 - £24,055 FTE

Hourly rate £11.12 – £12.50 per hour

Part-time – approximately 200 hours a year

Start date: ASAP



We are seeking a committed and enthusiastic Clerk to the Governors who is resilient, assertive and shows great initiative. The successful applicant will be extremely organised, accurate and reliable with a keen interest in local and national governance. Responsible for ensuring statutory duties are met, that meetings are well organised and that paperwork is distributed in a timely fashion, this is a varied role that is not for the faint-hearted!

You will attend all board and committee meetings, which will involve working flexibly, and will include both evening and daytime work (on average approximately 7 hours a week, although this fluctuates depending on the dates of meetings).

You will have the option to be based in the school Admin Hub if desired, allowing you time to organise meetings, prepare paperwork and complete associated administration.

Key requirements include:

- Commitment to working to a high standard
- Excellent time management, organising, planning and prioritising skills
- Ability to work well under pressure and to work to tight deadlines
- Good standard of literacy
- The ability to communicate effectively, both verbally and in writing, and to translate complex information into easily understood guidance
- A high level of initiative
- Demonstrate flexibility and availability for all meeting dates

Key duties include:

- Preparing agendas and attending Governor Board and Committee meetings
- Minute taking and maintaining accurate records
- Following up on actions raised at meetings
- Maintaining confidentiality and impartiality

Whilst full training will be provided, a basic understanding of governing body procedures and education issues would be advantageous, as would experience of attending formal meetings.

If you would like to apply, please download the Support Staff application form and Equalities form from the vacancies page on our website: www.camshill.com. You can find out more about us by visiting our website (above), by following staff on our Facebook or Twitter sites or via the Headteacher blog - camsheadteacher.wordpress.com

Closing date: Midday, 18 October 2021

Applications are welcomed at your earliest convenience; immediate interviews may be arranged. The advertisement will be withdrawn on appointment of the successful candidate.

Headteacher: Mrs Gwennan Harrison-Jones. Shearwater Avenue, Fareham, Hampshire, PO16 8AH. 11-16 Mixed Comprehensive

This post is offered subject to the terms and conditions identified in the Cams Hill School Pay Policy. The school is committed to safeguarding and promoting the welfare of children and the successful candidate will be subject to a Disclosure and Barring Service check along with other pre-employment checks.