Clerk to Governors

From February 2019
Grade NJC SO1 (Spine Point 29) or equivalent
Part time (£15.15 per hour plus holiday allowance)

The Governors of St. Osmund’s R.C. Primary School wish to appoint a highly organised and self-motivated Clerk to join this outstanding School. The Clerk is accountable to the governing body, working effectively with the Chair of Governors, and with the Head teacher and other governors.

The Clerk to the Governors will ensure the smooth running of the governing body: preparing agendas and meeting papers, taking and distributing minutes, giving administrative support, keeping records, providing up to date information on policies and date of reviews, and providing procedural and legislative advice to the governing body. They must have excellent organisational, communication and ICT skills. The current clerk will be able to support a full hand over.

St Osmund’s is a one form primary school and the Governing Board seek to appoint an individual who will be committed to helping us build on our achievements and continue to help drive our outcomes to be Outstanding in every way. St Osmund’s is a uniquely placed school that is successful, happy and welcoming, with a positive and caring ethos right in the heart of Barnes village.

This is a part time role, covering 5 full governing body meetings and approximately 15 committee meetings per school year. Meetings are held in term time. Full governing body meetings and one subcommittee are usually held in the evening with a 7pm start while the other two subcommittee meetings usually take place during school hours. The Clerk is also expected to attend all relevant training events & briefings.

The Clerk is paid through payroll for hours worked on a monthly or termly basis and receives an included amount for annual leave. Hours payable include the whole meeting process (emails, calls and agenda preparation; writing up and distributing minutes) and training events. Estimated hours for the current year total approximately 350.

Please submit your application to: fidem.fateri@gmail.com

Closing date for applications: Noon on Friday 1st February 2019
Shortlisting: Friday 1st February 2019
Interviews: week commencing Monday 4th February 2019

The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS. St Osmund’s RC Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.