

## **Flookburgh C of E Primary School Clerk to the Governing Board**

£26,727 pro rata, (Grade 3-5) approximately 8-10 hrs per month to an annual maximum of 80 (term-time only).

The Governing Board of Flookburgh C of E Primary School are seeking to appoint a highly organised, self-motivated Clerk with a professional manner and the effective communication skills required to provide full support to Governors. This is a key role providing administrative and procedural advice and reporting to the Chair of Governors.

This post is part time, home-based working, term time only and requires a degree of flexibility from the post-holder as the schedule of meetings and workload around them can vary. Governing Body meetings usually take place in school, in the evenings.

The Clerk plays a vital role in ensuring the smooth running of meetings, preparing agendas and papers and taking accurate minutes. The clerk will be provided with all relevant training to allow them to advise on governance, constitution and procedural matters and provide full administrative support to the Local Governing Body.

The successful candidate will have experience of working effectively in a clerk / administrative or secretarial role and be able to demonstrate excellent organisational and communication skills. Candidates should also have experience of effective record keeping, strong IT skills and be committed to maintaining confidentiality at all times.

This role offers good flexibility with working hours and the ability to work from home. However, the successful candidate must be able to attend a minimum of 4 Full Governing Board meetings per school year, which are usually held during the evening and are arranged in advance with the Governing Body. Hours are variable throughout the school year.

Key responsibilities include:

- Provide advice to the governing body on governance, constitutional and procedural matters
- Provide effective administrative support to the governing body and its committee, which involves preparing agendas in consultation with the Chair of Governors and Headteacher; taking and writing up the minutes and distributing documentation and other information to governors
- Ensure the governing body is correctly constituted
- Manage information effectively in accordance with legal requirements, including becoming familiar with the DfE's Governance Handbook
- Effectively administer meetings
- Attending Clerk briefing sessions run by Cumbria County Council as required

We require someone with good listening/communication skills, together with an ability to successfully work independently and as part of a team.

Good English, maths and computing skills are also essential required attributes. Previous experience is desirable but not essential as full training is offered.

Closing date: Monday 8<sup>th</sup> June – 9:00am

Shortlisting to be concluded by Tuesday 9<sup>th</sup> June, with successful applicants notified by the end of day

Interviews: Tuesday 16<sup>th</sup> June