

**School: Hillesley CEVA Primary School**

Address: Kilcott Road, Hillesley, Wotton Under Edge, Gloucestershire, GL12 7RH

MAIL: [admin@hillesley.gloucs.sch.uk](mailto:admin@hillesley.gloucs.sch.uk)

Web Site: [www.hillesley.gloucs.sch.uk](http://www.hillesley.gloucs.sch.uk)

Post Title: Clerk to Governors

Grade: **Grade 6 (pts 15-20) £23,953 – £26,446 pa pro rata**

Allowances(Not applicable)

Hours: Part Time: 40 hours/school year (notionally 1 hour/week in term time)

Contract: Permanent

**Closing Date:4<sup>th</sup> November 2022**

Interview Date: TBA

Start Date; asap

Hillesley Primary School are looking to appoint an organised and efficient Clerk to the Governors. The role is mainly a clerical and administrative role but does require knowledge and understanding of Governance, in order to advise and organise the Governor's work.

The Clerk attends 6 Full Governing Board (FGB) meetings a year, with each meeting allocated 6 hours work. There will be some additional clerical duties outside of meeting times. We prefer face to face Full Governing Board meetings, however there is also a need to be flexible, so communication and meetings may be virtual depending on circumstances. Safeguarding training and checks are essential.

The successful candidate would be required to do the main duties:

- Act as the official channel of communication to and from the governing board and to enable the governing board to function smoothly and efficiently.
- Work with the Chair of Governors and Headteacher in setting the agenda for each governing board meeting, and to send out agendas and supporting papers in good time for each meeting to governors and the Local Authority (LA), where appropriate.
- Attend governing board meetings and take accurate notes from which to write the minutes.
- Agree the final version of the minutes with the Chair of Governors.
- Send copies of the minutes to all governors, the head teacher and LA (where appropriate).
- Draft correspondence and ensure that decisions are implemented as agreed at the meeting.
- Record the attendance of governors at meetings and advise any governor in danger of disqualification through non-attendance.
- Check on the expiry dates of terms of office and to advise governors in advance.
- Inform the Chair of Governors and the LA (where appropriate) of resignations and appointments, and to ensure that action is taken to fill the vacancies.
- Deal with correspondence on the appointment of all governors.
- Set up governors' hearings, interviews and appeal committees if and when required
- Advise the governing board on law and procedural matters contained in Education Legislation.
- Keep up-to-date with current developments and legislation affecting the governance of schools through attendance at termly Clerks' briefings arranged by the LA, or otherwise.

We can offer:

- Committed governors who challenge and support the head teacher and school.
- Amazing pupils who want to learn
- A supportive, resilient and friendly staff team.
- Training and on-going career professional development.

Please contact the school office 01453 843551, if you have any queries or would like to look around our school.

Please find the recruitment information on the school website at <http://www.hillesleyprimary.com/>

Email completed applications to: [admin@hillesley.gloucs.sch.uk](mailto:admin@hillesley.gloucs.sch.uk)

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.