

Clerk to Governors:

Wordsworth Primary School and Shirley Infant/Junior School

Closing Date: Friday 2nd October 2020

Interview date: Thursday 15th October 2020

Job Start Date: 2nd November 2020

Contract/Hours: Part-time

Salary Type: Support Staff

Salary Details: Grade 7 - starting at £12.85 per hour (pay award pending) plus holiday pay

Hours of Work: approx. 330 hours to include 33 meetings (meetings are during the school day and evening and are planned in advance) during the school term time.

Location of Role: Southampton

Contact e mail address for questions regarding this role: sam.mawby@hamwic.org (Governance & Compliance Officer)

Clerk to the Governing Body Role Summary:

Using your experience as an excellent administrator you will play a vital role in organising governing body meetings including accurately recording their work by producing effective minutes, providing advice and guidance on governance issues and supporting the effective management of policies.

You will need to be able to work under your own initiative, manage deadlines, update and keep accurate written and electronic records. The ability to remain impartial, comply with data protection legislation and maintain confidentiality is a key part of the role.

Please see the attached job description for more details about the role.

If you are a positive, flexible individual with strong communication skills, and would relish the opportunity to support 2 governing bodies to maximise their effectiveness, we would like to hear from you.

What we can offer you:

A supportive and welcoming environment in each school where you will be a valued and key part of the governance team.

Support to develop your role and appropriate CPD which is available from the Hamwic Education Trust.

Access to a range of benefits which includes a staff pension, staff benefits portal with a wide range of discounts and health and wellbeing support.

All schools with the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Application Procedure:

Should you wish to apply for this vacancy, please view the job description and complete the application form and return to Mrs N Tregear at nicky.tregear@wordsworthprimary.co.uk or post to Wordsworth Primary School, Victor Street, Southampton, SO15 5LH.