



Clearwell Church of England Primary School

Church Road, Clearwell, Coleford, Glos., GL16 8LG

Tel. 01594 834904

Email: admin@clearwell.gloucs.sch.uk

www.clearwellprimaryschool.co.uk

PRIMARY SCHOOL

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|--------------------|---|
| Position: | Clerk to Governors |
| Reports to: | Chair of Governors, Head Teacher |
| Hours: | 1.58 hours (60 hours per annum) Term Time only |
| Grade: | 6 (pts 15-20) £27,803 – £30,296 pa pro rata |
| Contract: | Permanent |
| Start Date: | Immediate |

We are looking to appoint an organised and efficient clerk to work with the governing body. The core responsibility will be to facilitate meetings of the Governing Body and ensure legislation is followed. The role will involve preparing, collating and distributing agendas and taking accurate minutes for the main full governing body meetings and the two sub-committee meetings.

Meetings are usually held after school hours, in the evenings and there are 5 Full Governing Body meetings per academic year and 8 sub-committee meetings (Finance and Resources meetings are held during the school day). The clerk may also be required to attend extraordinary meetings that are called and to organise and collate paperwork for parent governor elections when required.

Aside from meeting attendance, the role can be carried out flexibly and can be home-based. Communications and meetings may be virtual or held in school – dependent upon the needs of the school. Access to a computer and internet is essential for the role. Candidates should be competent in the use of Microsoft Office 365, OneDrive, Teams and email. Knowledge and experience of school governance would be helpful but is not essential as training will be provided.

The successful candidate will:

- Work independently and as part of a team
- Have good oral and written communication skills
- Have excellent listening, interpersonal and organisational skills
- Manage time effectively to meet deadlines
- Understand data protection and requirement to maintain confidentiality

Please see our website for further details and an application pack; www.clearwellprimaryschool.co.uk.

If this opportunity excites you then please apply using the GCC application form [GCC Application Form](#)

Completed applications should be returned electronically to the chair of governors at chair@clearwell.gloucs.sch.uk or by post to the school.

Application deadline is: 27th April 2024

Interview Date: TBC

We would be delighted to show you around, please call the office on 01594 834904 to arrange a time.

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

“A small school providing endless adventures.”





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Job Purpose

- You will need to work in partnership with the Chair of Governors and the Headteacher as well as the committee chairs and members. You will help governors understand their roles and functions, whilst maintaining school confidentiality

Duties and responsibilities

- Keeping up to date with current developments and legislation affecting Governance, including the Clerking Competency framework, Governance Handbook and Competency Framework for Governors
- Supporting the Governing Body on procedural and legislative matters
- Working with the Chairs, Headteacher and committee members to set agendas and ensure meeting attendance
- Sharing supporting papers in good time for each committee meeting
- Recording accurate minutes and distributing agreed versions to the board
- To record the attendance of governors at meetings and to advise any governor in danger of disqualification through non-attendance
- To check on the expiry dates of terms of office and to advise governors in advance
- To inform the Chair of Governors and LA of resignations and appointments, and to ensure that action is taken to fill the vacancies
- To deal with correspondence on the appointment of community governors

Supervision Received:

- Chair of Governors
- Headteacher

Special Conditions

- Term time only. Leave to be taken when school is not in session.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

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