Clerk to the Governing Body

£10.44 per hour

Approximately 100 hours per annum

St. Paul's C of E Junior School
Oxford Road, Wokingham, RG41 2YJ
Tel: 0118 9785219
Email: finance@stpauls.wokingham.sch.uk

The Headteacher and Governors are looking for an enthusiastic, discreet person to join our team as Clerk to the Governors. We meet once every half term as a full team and then hold 3, half-termly sub-committee meetings.

Duties of the Clerk will include:

- Preparing agendas for all meetings in consultation with Headteacher and Chair of Governors/Chair of each sub-committee.
- Attendance at all meetings - taking and writing up minutes, distributing information/documentation as required.
- Attending termly briefing sessions held by the LA, governor day and any training sessions that become available.

Skills/Attributes required:

- Flexibility and discretion.
- Good organisational and record keeping skills.
- Good communication.
- Ability to work as part of a team.

If you are interested in obtaining an application pack, or wish to discuss the post further, please contact the school office as detailed above.

- Access to email and home computer essential.

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Our recruitment process reflects this practice. We are an equal opportunities employer.

Closing Date: Tuesday 25th July
Interview Date: to be mutually agreed