

Vacancy

Clerk to the Governing Body

Job summary

Salary 19,650 Pro Rata

Location Eastergate CofE Primary School

Address Eastergate Church Of England Primary School, Church Lane, Chichester, West Sussex, PO20 3UT

Website www.eastergate.w-sussex.sch.uk

Email bursar@eastergate.w-sussex.sch.uk

Telephone 01243 542297

No

Required ASAP

From

Contract Permanent, Part-time

Job advertisement

Clerk to The Governing Body

Part time, permanent contract, approximately 20 hours per term,

Term time only

Salary West Sussex Grade 4 point 5 £19,650 pro rata.

Closing Date for Applications – Wednesday 27th April

Interviews – Wednesday 4th May

We are looking to appoint someone to join our friendly village school from May 2022.

Hours per week are flexible depending, on when meetings are arranged. Meetings are always set for the whole academic year. Our main full governing body meetings take place in the evening from 6.00pm. More information about the pattern of our meetings is available from the school.

The post involves record keeping, preparation of agendas and associated paperwork, attending meetings and taking minutes, and working with the Chair in managing the smooth and efficient running of the Governing Body. Part of the position involves learning about governance and being able to answer questions for the governing body on governance. Full training will be available.

We would need the successful candidate to have:

- Good organisational and administrative skills
- Experience of preparing agendas and taking minutes at meetings
- A reasonable level of ICT skills
- Good basic literacy and numeracy skills
- Excellent interpersonal skills and be keen to work as part of a team

If you think you could be the person we are looking for then why not get in touch. Contact the school office on 01243 542297 to arrange a meeting.

Eastergate CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful appointment will be subject to satisfactory Disclosure and Barring Service checks along with other relevant employment checks.

Closing date: Wednesday 27th April, 2022

Interviews: Wednesday 4th May, 2022

Posted Date:

**15 March
2022**

Closing Date:

**27 April
2022**

Interview Date:

04 May 2022

Further information

[Application Form 2022.doc](#)

[Clerk Job Description 2022.docx](#)

[Clerk Person Spec 2022.doc](#)

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