



ULVERSTON VICTORIA HIGH SCHOOL



Springfield Road, Ulverston, Cumbria LA12 0EB

Telephone: 01229 483900

Web: www.uvhs.uk E-mail: uvhs@uvhs.uk

Headteacher: Mr Matthew Hardwick B.A. (Hons), N.P.Q.H.

Deputy Headteacher: Mrs Alessandra Desbottes M.A. (Oxon)

Our Ref: MHa/AHe

An exceptional school at the heart of the community

5th October 2023

Clerk to Governors

Permanent Role

Required to commence as soon as possible

Hours of work: 5 hours per week, term time only (38 weeks per year)

Flexible working hours by arrangement

BS8 Grade 8 SCP 19-20, £14.44 to £14.71 per hour

Full time equivalent salary is £27,852 to £28,371

Hourly pay is negotiable, dependent on experience

Ulverston Victoria High School is an exceptional school which is defined equally by its high academic achievements and its warmth and inclusivity. Our students and their teachers work hard, seek to achieve the very highest standards in all they do and are respectful of each other and of their community.

We are seeking to appoint a Clerk to Governors to advise and effectively support the Full Governing Body at UVHS.

This is a vital role which is critical to the effectiveness of a Governing Body in fulfilling its core strategic functions. The successful candidate will undertake the following core duties:

- Advise the governing body on governance, procedural, and constitutional matters, in accordance with relevant legislation, and statutory guidance such as the 'Governance handbook'.
- Provide administrative support to the governing body and its committees.
- Ensure the governing body is correctly constituted.
- Effectively manage information in accordance with legal requirements.

The hours for this role are flexible and the salary is negotiable, depending on experience.

A Level 3 certificate in Clerking or attendance at the Governance clerking development programme is desirable, however full training and support will be given to the successful candidate.

Please view the detailed job description and person specification on our school website www.uvhs.uk for full details of the post.

Closing date for applications: Wednesday 18th October 2023 at 9:00 am.

Interviews will be held on: Week commencing 30th October 2023.

Please provide a short covering letter together with a completed UVHS application form to Dr Isabel O'Donovan, Chair of Governors at the following email address: recruitment@uvhs.uk



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If you have any questions or queries relating to the application procedure, please do not hesitate to call Andrea Herman, Headteacher's PA/HR Manager on 01229 483900 or email recruitment@uvhs.uk

Please would applicants email a scanned copy of their passport with the completed application form.

Please note that UVHS does not accept CV applications.

Ulverston Victoria High School is committed to safeguarding and promoting the welfare of children and young people, in line with statutory guidance Keeping Children Safe in Education, Revised September 2023, and expects all staff, governors and volunteers to share this commitment.

All offers of employment are conditional upon satisfactory completion of employment vetting checks including an enhanced check through the Disclosure and Barring Service, Teacher Prohibition Checks (if applicable) through the Teacher Regulation Agency, suitable references, Proof of Right to Work in the UK, satisfactory pre-employment health check and professional qualifications.