



# Chenderit School

Aim High, Work Hard, Be Nice

## JOINT CLERK TO THE GOVERNORS

Salary: £120.64 per meeting

**Required as soon as possible**

We are seeking to appoint an enthusiastic, efficient, flexible and adaptable person with a friendly and helpful approach as Joint Clerk to the Governors.

As Joint Clerk to the Governors, your primary responsibility will be to organise governing body meetings, recording an accurate record of their work, keeping Governors up to date with changes in legislation and advising on governance issues. You will be required to attend approximately 21 committee meetings at the school each year normally held between 6.00pm and 7.30pm

You will be required to work under your own initiative, manage deadlines, update and keep accurate written and electronic records and ensure records held at Companies House are accurate and updated.

Experience of secretarial work, including minuting of meetings, is essential, as is access to a computer and knowledge of Microsoft Office. The ability to remain impartial, comply with data protection legislation and maintain confidentiality is paramount. Training will be provided where required.

Following our graded inspection under Section 5 of the Education Act 2005 on 27 and 28 September 2022, we were delighted and proud to have been judged good overall and outstanding for our sixth form. Ofsted states: "Leaders have high expectations for every pupil's behaviour and attainment. Pupils and students are polite and helpful".

Chenderit is an oversubscribed and very successful school located a few miles from Banbury and with easy access to the M40

Closing date: 9.00am Friday 29<sup>th</sup> August 2025

Interviews: w/b 1<sup>st</sup> September 2025

*Early applications are encouraged as we will review applications as we receive them: applicants may be contacted before the closing date*

**Further details of the post are available from Jo Davies, Headteacher's PA/Operations and Personnel Manager ([jdavies@chenderit.net](mailto:jdavies@chenderit.net))**

*Our school operates a rigorous recruitment process to ensure candidates' suitability to work with children. All posts in school are subject to disclosure of criminal records. An online search will be completed for shortlisted candidates.*

Archery Road, Middleton Cheney, Banbury, Oxfordshire OX17 2QR

Telephone: 01295 711567 E-mail: [enquiries@chenderit.net](mailto:enquiries@chenderit.net) [www.chenderit.northants.sch.uk](http://www.chenderit.northants.sch.uk)

Chenderit School is the trading name of Chenderit School Academy Trust, a company limited by guarantee in England and Wales under company number 07900254 whose registered office is Chenderit School, Archery Road, Middleton Cheney, Banbury, Oxfordshire OX17 2Q



YOUTH  
SPORT  
TRUST



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