



Bishop Henderson CE VA Primary School Henderson Close, Taunton, TA1 4TU

Clerk to the Governors

Required as soon as possible

Grade 13, £25,989 - £28,142 pro rata, term time only

Bishop Henderson CEVA Primary School is seeking a Clerk to the Board of Governors.

The board, through its appointed and elected governors, plays a distinctive and essential role in the continuing success and development of the school.

The clerk's job is to work with the Chair, other governors and headteacher, in dealing with administrative matters for the board and advising on procedural issues of governance and the board's statutory duties. Central to the role is preparing for, taking notes at and producing minutes for meetings.

The post involves some evening work and the successful candidate should be available at times during the day. Good keyboard skills and the ability to write agendas and produce accurate concise minutes are essential. Integrity and the ability to maintain confidentiality are essential.

New clerks receive advice, support and training from the SSE Education Governance Team and all clerks are encouraged to attend half termly briefings to update themselves on the latest developments in governance.

Attendance will be required at Full Governing Body Meetings (approximately 6 per year), which start at 6.30pm and finish at 8.30pm. Mutually convenient dates to be agreed at the start of the year.

The clerk will be paid for 10 hours per meeting to cover the time spent preparing for and following up meetings as well as taking minutes during the meeting. The clerk will also be paid to attend termly Clerk's Briefings.

We would also like the clerk to minute our Finance Working Group meetings. There are currently 6 of these per year, meeting during the school day, for approximately 1 ½ hours (Paid for 3.75hrs to include taking / writing up minutes). **Therefore, excluding additional hours, total contracted hours are 82.5hrs / year – payment split equally over 12 months.**

The post of Clerk to the Governing Body has been evaluated using Somerset Council's Job Evaluation Scheme at Grade 13: £25,989 - £28,142, full time equivalent.

The School is committed to safeguarding and promoting the welfare of young people and the successful applicant will be required to undertake an Enhanced DBS check.

A job description, person specification and application form are available from the school office office@bishophendersonsantaunton.co.uk and on the website www.bishophendersonschool.co.uk.

Completed application forms or CVs should be sent by email to Mrs Jo Alford, School Business Manager, jalford@bishophendersonsantaunton.co.uk

Deadline for applications is **noon on Monday 5th October**