



CLERK TO THE GOVERNING BODY

The Governors of Abbots Ripton CE Primary School are seeking to appoint a well-organised and reliable clerk to provide effective and confidential administrative support.

Job Details

Salary: Grade - scale 5 point 15 - £1339.73

Working Pattern: 2 hours a week- 38 weeks a year

Location: Abbots Ripton CE Primary School

Interviews: Thursday 23rd October

What You Need to Succeed

This post involves record keeping, preparing and circulating agendas and associated paperwork, taking minutes at meetings, liaising with governors and school staff, and working with the Chair in maintaining the smooth and efficient running of the governing board.

Meetings take place from 6.00pm during term time and last about two hours. The clerk makes sure that all relevant documentation is circulated at least 7 full working days in advance, and minutes the meetings.

The workload is variable as governors may need additional meetings from time to time and applicants must be prepared to work flexibly and electronically. The majority of the preparation work can be done from home and be circulated electronically.

How to Apply

To apply for this role please download the job description and application form. Complete the application form and ensure that you outline your motivations for applying and explaining the skills and experience you can bring to the role (please refer to the key skills in the job description). Once complete please return this to office@abbotsripton.cambs.sch.uk

Should you have any questions regarding the role or the application please feel free to email us or contact us on **01487 773318**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to undertake an enhanced DBS check. The appointment will be subject to two satisfactory references, medical clearance and a clear prohibition check.

