



Houghton Regis Primary School



"Houghton Regis Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children".

Clerk to Governing Board

Salary - £100 - £150 per meeting, depending on experience

We require a talented, effective and enthusiastic person to join our team.

We are looking to appoint an exceptional candidate to provide a professional clerking service to our Governing Board.

The successful candidate will be required to provide a full administrative service to the Governing Board and its committees, which enables its proceedings to be conducted effectively and in accordance with legal requirements. There are seven full governing board meeting per school year, which take place in the evening and at least six committee meetings, which take place during the school day.

They will also need to ensure that the Governing Board is properly constituted and provide advice to the governing board on governance, constitutional and procedural matters.

As a Clerk to the Governing Board, the successful candidate will have:

- Excellent administration and organisation skills
- The ability to work under pressure, meeting tight deadlines
- People skills/good communications skills

The successful candidate will also be required to attend regular training and briefings.

The deadline for applications to be received is **Tuesday 8th May 2018**, with interviews to follow shortly after.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All references will be sought prior to interview and successful applicants will be required to undertake enhanced disclosure checks

Start date: As soon as possible