



JOB VACANCY

Job Title	Clerk to Governors (part time and permanent)
School email address	office@ashtonkeynes.wilts.sch.uk
Number on roll	218
Salary	Grade E, scp 6-8 £19171 -£19945 Per annum/pro-rata
Hours	2 hours per week
Commencement date	4 th November 2019
Advertisement closing date.	10am 3 rd October 2019
Interview date	Week of 7 th October

The Governing Body of Ashton Keynes C of E Primary School is seeking to appoint a Clerk to the Governors.

The successful candidate will need to be reliable, confident, highly organised, with good interpersonal and communication skills and with an interest in school governance. Strong administration skills are paramount in this role together with a flexible approach to work, and the ability to work remotely. Competent ICT skills and secure access to a computer and the internet is essential.

The Clerk will be accountable to the Governing Body, working effectively with the Chair of Governors and the Head Teacher. He/she will provide procedural and legal guidance, collate and distribute agendas and papers in advance of meetings, take accurate notes to produce well-presented minutes for distribution and co-ordinate appeal panels and hearings.

The Clerk will be expected to attend all governance and committee meetings during afternoons and evenings. Dates for all meetings are set well in advance.

Team AK can offer you:

- A school where positive relationships are incredibly important on every level
- A talented and supportive staff
- A committed governing body
- A thriving and supportive village and church community.
- The chance to shine!

Visits to the school are welcome – please book an appointment on 01285 861436

Additional information: Application packs are available from the school office - contact the school on: office@ashtonkeynes.wilts.sch.uk Tel: 01285 861436.

Ashton Keynes CofE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed.