



Cotford St Luke Primary School

Appreciate – Believe – Challenge

Bethell Mead
Cotford St Luke
Taunton
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Clerk to the Board of Governors

Part time 70 hours per annum term time only

SPS Grade 13 - £25,183.00 - £27,269.00 pro rata

Required as soon as possible

Cotford St Primary School is looking to appoint a Clerk to the Board of Governors to start as soon as possible.

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 to attend meetings, and the successful candidate will need to be available at mutually agreed times during the day.

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.

We are looking for a Clerk who has:

- Excellent interpersonal and communication skills
- Experience with administrative tasks
- Ability to write agendas and produce accurate and concise minutes
- Strong IT/keyboard skills
- A calm, positive and professional demeanour
- Integrity and the ability to maintain confidentiality

The School offers:

- A warm, well established and welcoming environment
- An experienced, enthusiastic and friendly staff team and Board of Governors
- Enthusiastic, caring and curious children

This is a permanent position for 70 hours per annum, term time only. Typically, there will be 2 full Board meetings each term. The Clerk may be asked to take on additional work according to need.

The post of Clerk to the Board of Governors has been evaluated using Somerset Council's Job Evaluation Scheme at Grade 13: £25,183.00 to £27,269.00 full time equivalent salary (£13.05 - £14.13 per hour).

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this. The post holder will be required to undergo criminal record checks through the Disclosure and Barring Service (DBS checks) before taking up employment. Please note we also complete social media checks on candidates who are shortlisted.

A Job Description and Application form is available from www.somerset.gov.uk/jobs or the school website www.cotfordstlukeprimary.co.uk. Visits to the school are encouraged. For an informal discussion or to arrange a visit please contact the Clerk to the Board of Governors on 01823 430831.