



LIONEL WALDEN PRIMARY SCHOOL



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March
Cambridgeshire
PE15 0TF

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Website: www.lionelwalden.cambs.sch.uk

Clerk to Governors

Part Time - Permanent

Approximately 5 Full Governing Board meetings a year (meetings are held on Wednesday evening)
plus 5 Sub Committee meetings a year

Approx. 5 hours are allocated to each meeting which cover the meeting and the administrative tasks associated with the preparation and follow up of the meeting.

Required: September 2022

Salary: Grade 5, point 17 (£12.92 per hour)

Actual salary will be a pro-rated amount of the annual FTE salary

Lionel Walden Primary School is seeking to appoint an enthusiastic and highly motivated Clerk to the Governors to provide advice to the Governing Body on governance, constitutional and procedural matters. This is a unique and exciting opportunity for an excellent Clerk to work to support our Governing Body in the strategic management and development of our school.

The successful candidate will be responsible for:-

- Preparation, typing and distribution of agendas and associated paperwork
- Accurate taking of and typing of minutes at the Full and Committee Governor meetings
- Maintaining accurate records of the Governing Body and its membership
- Attending termly clerk briefings
- Advising the Governing Body on procedural issues, legal responsibilities and constitutional matters
- Policy preparation, maintenance, and distribution to staff and Governors

We can offer you :-

- A flourishing, exciting and continually developing school learning environment
- A supportive and dedicated team of staff, governors and parents
- A secure and knowledgeable Governing Body
- Training and advice from Cambridgeshire County Council Governing team

An application pack can be downloaded from the school website – www.lionelwalden.cambs.sch.uk, or by emailing the School Office (office@lionelwalden.cambs.sch.uk). Please also submit a letter of application explaining why you would be suitable for this role addressed to the Chair of Governors.

Closing date for applications – Midday on Monday 12th September 2022

Interviews to be held – week commencing Monday 19th September 2022

Lionel Walden Primary School has a commitment to safeguarding and promoting the welfare of children and requires all staff to demonstrate this commitment in every aspect of their work.

