**Clerk to the Governing Body**

**Permanent, part-time position to the Governors**

**Grade 4.6 (WSCC), £13.87 per hour (inclusive of benefits)**

**Approximately 35 hours per annum**

The governing body of our school is looking for a reliable, proactive, and highly organised Clerk to Governors. We are looking for someone who has experience of writing agendas and accurate, concise minutes, has excellent listening, oral and literacy skills and importantly has the ability and willingness to work independently as required. Our forward-thinking governing body, alongside our new Headteacher and senior leadership team (SLT) come from a range of backgrounds and bring a variety of skills and experience to the team. They are instrumental in ensuring the school continues to be the best it can be, and leading change which will shape its future.

As clerk, you will be a vital member of the team with access to regular training and advice to support you in the role. We typically meet 6 times a year as a full governing body and meeting times are set well in advance (typically 6-8pm, either in school or via Teams) - these are the only fixed hours. In addition we will require the Clerk to support documenting the Finance Committee which meets approximately 3 times a year as well for 1-2 hours on each occasion in November, March and May. Any preparatory and follow-up work can be done flexibly, at a time that suits you. Previous experience as a clerk would be desirable but not essential - full training can be provided.

As a school team we currently use Microsoft Teams for all of our governance communication and documentation. The Clerk to governors will be responsible for communicating with Governors and the senior leadership team at the school, to ensure that the latest documentation has been completed and updated with West Sussex County Council (WSCC). The clerk will need to ensure they are regularly communicating with the Governing board and will be managed by the Chair of Governors during their role.

If this sounds like a role that you would be interested in applying for, we strongly encourage you to review the full job description and personal specification before completing the application form and send back to: [head@loxwoodschool.com](mailto:head@loxwoodschool.com) Visits are also warmly welcomed. If you would like to make a visit, please contact the school office for further details on **01403 752207** or email [head@loxwoodschool.com](mailto:head@loxwoodschool.com)

**Closing Date for applications: Thursday 9th January 2025**

**Interview Date: Tuesday 14th January 2025**

*Loxwood Primary school is committed to safeguarding and promoting the welfare of our children. This post is subject to rigorous pre-employment checks, including references, qualifications, health and an enhanced Disclosure and Barring Service check.*

*Loxwood school is committed to equal opportunities, we welcome applications regardless of ability, age, gender, ethnicity, sexual orientation or religion.*