**Old Dalby Church of England Primary School**

**Circle

Description automatically generated with medium confidence**Kind hearts, open minds, courageous spirits

Together we will explore life in all its fullness

**Job Title: Clerk to Governors**

**Job Overview**

The Head Teacher and Governors are looking to appoint an experienced and dedicated Clerk to the Governing Body of Old Dalby Church of England Primary School. We are seeking an individual who is highly motivated and well organised, able to provide an efficient and professional service. The Clerk should enable the Governors to support senior leaders in achieving the highest standards of progress and attainment. The Governing Body at Old Dalby School is well established with effective procedures in place. The school is a single academy trust.

The main duties of the post will include preparing agendas, collating and distributing documents, taking and distributing minutes, maintaining records of governing body business and giving procedural and legislative advice to the governing body. Meetings will usually be held in school outside of school hours, in the early evening; meetings are occasionally held via Zoom. Flexibility in attending meetings is required. A knowledge of governance in a Church of England school would be desirable, though not essential.

**Salary**

**Rate: £13.69 per hour**

**Annual commitment**

4 meetings of Full Governing Body per academic year (2.5 hours)

4 meetings of Finance and Personnel Committee per academic year (1.5 hours)

3 meetings of Premises Committee (1.5 hours)

3 meetings of Curriculum Committee (1.5 hours)

14 meetings (25 hours) plus additional hours for administration (8 hours per FGB meeting and 6 hours per committee meeting)

**Total: 117 hours per year**

**Application process**

To apply, please send your curriculum vitae and a letter of application to: [office@olddalbyschool.org.uk](mailto:office@olddalbyschool.org.uk) for the attention of Mrs R Browne (Headteacher) and Miss C Todd (Chair of Governors). Your letter should outline how your experience and/or qualifications match the requirements of the post. The post is subject to suitable references.

Closing date for applications: **Monday 1st July 2024**

**Contact Details**

Mrs Rosie Browne

Old Dalby Church of England Primary School

Longcliff Hill

Old Dalby

Melton Mowbray  
Leicestershire  
LE14 3JY

For general enquiries, please contact Louise Bridgeman/Julia Marks in the school office:

Telephone: 01664 822455

Fax number: 01664 823544  
[office@olddalbyschool.org.uk](mailto:office@olddalbyschool.org.uk)

**Safeguarding Statement**

Old Dalby C of E 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. DBS (Disclosure and Barring Service) checks will be carried out.

The school will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate. For more information please contact the Headteacher via the school office.