



AYLESTONE SCHOOL

FEDERATED WITH WITHINGTON & BROADLANDS PRIMARY SCHOOLS

Broadlands Lane, Hereford. HR1 1HY

Tel. 01432 357371 / Fax. 01432 263925 admin@aylestone.hereford.sch.uk

Aylestone School is a co-educational 11-16 school, located in the picturesque Cathedral City of Hereford, adjacent to the Herefordshire Colleges' campus for Further Education, and 10 minutes' walk from the City railway station.

Withington Primary school is a small, rural school with under 80 pupils and is a few miles into the beautiful Herefordshire countryside. Broadlands Primary school is adjacent to Aylestone School and has around 180 students.

CLERK TO THE GOVERNING BODY/ GOVERNANCE PROFESSIONAL

Permanent position, 156 Hours Per Year, Average 3 hours per week.

Grade HC4, £9.99 TO £10.39 per hour

Required ASAP

An exciting opportunity exists to recruit an experienced Clerk with excellent communication and organisational skills to support our Governing Body. The main purpose of the role is to provide advice to the federation governing body on governance, constitutional and procedural matters in regards to exercising the governing body functions:

- Provide effective administrative support to the governing body and its committees
- Ensure the governing body is properly constituted
- Manage information effectively in accordance with legal requirements

If you are interested, contact Mrs Becky Kastania, Federation HR/Office Manager/PA to the Headteacher (01432 357371) or bkastania@aylestone.hereford.sch.uk to arrange to visit the school, or to arrange to discuss the post with Rachel Rice, Chair of Governors

Aylestone is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS Disclosure.

Closing date: 12 noon Friday 20th May 2022

Interview date: W/C Monday 23rd May 2022