



Clerk to the Governors required from 1st January 2022

Permanent post

Part time: 140 hours per annum (proportion of daytime and evening work)

Salary: Payment range 3 (£11.92-£12.91/hour) / Salary Negotiable based on Experience

Westacre Middle School, Ombersley Way, Droitwich Spa, WR9 0AA

Tel: 01905 772795

office@westacre.worcs.sch.uk

Westacre Middle School is seeking to appoint an experienced and organised Clerk with excellent communication skills to the Governing Body at school. The successful applicant will be required to clerk all meetings of the Governing Body and its committees and will be responsible for advising the Governors on constitutional matters, duties and powers and will work within the legislative framework. Discretion and the ability to manage sensitive information is also a requirement. The post has annualised hours of 140 per annum and a flexible approach to hours will be needed due to the nature of the post including some daytime hours and some evening hours

Westacre Middle School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service.

Please see the Job Description for further details.

If you have any questions or would like an informal conversation, please contact clerk@westacre.worcs.sch.uk to arrange an informal conversation with the Chair of Governors.

Please return completed application forms to office@westacre.worcs.sch.uk

Closing Date: 2 December 2021

Interview Date: During Week of 6 Dec 2021