

- **Address: Burghfield Common, Reading**
- **Region: South East**
- **Contact Name: Chris Rowlands**
- **Email Address: crowlands@mrsblands.w-berks.sch.uk**
- **Telephone: 01189 832332**
- **Salary:**
- **Hours: variable (3-15 hours a week depending on time of year)**
- **Contract type: Permanent**
- **Workplace: Hybrid**
- **How to apply: email crowlands@mrsblands.w-berks.sch.uk**

Professional Level: Clerking role: supporting single or multiple governing boards minute taking; administrative/organisation and compliance support and providing procedural advice.

Details:

We are seeking a governance professional to join the newly formed Burghfield Common Federation of Mrs Bland's Infant School and Nursery and Garland Junior School. As the clerk to the Governing Board, you will provide independent advice, guidance, and support on a range of matters relating to governance and to constitutional and procedural matters, along with taking minutes of all board and committee meetings. The Burghfield Common Federation is committed to providing outstanding education to the children and families in our community, and we hope to welcome you to the team.