

THATCHAM PARK CE PRIMARY SCHOOL

Park Avenue, Thatcham, Berkshire RG18 4NP

Headteacher: Mrs Alison Webster

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Enjoy Achieving

Clerk to the Governors

**Part time, permanent position to be paid via timesheets
approximately 200 hours per annum**

Salary Grade E £24,294 - £26,421 per annum, pro-rata (£12.59 – £13.69 per hour)

Start date negotiable

Thatcham Park School are looking for a Clerk to the Governors to support our Governing Board

This is a key role providing administrative support to the governing board of Thatcham Park Primary School, reporting to the Chair of Governors. This vital position ensures the effectiveness of the governing board by meeting the administrative and procedural requirements and enabling the board to fulfil its statutory responsibilities.

Principally, the Clerk is responsible for preparing agendas in consultation with the Chair of Governors and Headteacher; taking and writing up the minutes at governors' meetings, and distributing documentation and other information to the governing board. The Clerk will also need to become familiar with the DfE's Clerking Competency Framework, the Governance Handbook and provide accurate advice to governors as necessary.

Currently, meetings are held approximately 20 times per year on a Tuesday after school hours, meaning that a willingness to attend evening meetings is essential. However, most of the administrative duties can be undertaken in the successful candidate's own home.

We require someone with good listening/communication skills, together with an ability to successfully work independently and as part of a team. Good English, maths and Microsoft Office skills are also essential required attributes.

For further information about the role, please contact the Chair of Governors via email address gclerk@thatchampark.w-berks.sch.uk. An application form and job description can be sought via the school website.

Closing date: Friday 12th July 2024

Thatcham Park School supports Equal Opportunity of employment, and positively encourages applications from people who fall within any of the nine protected characteristics under the Equality Act 2010.

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All shortlisted candidates will be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

This role is exempt from the Rehabilitation of Offenders Act 1974.