



Park Community School, Middle Park Way, Havant, Hampshire PO9 4BU

Clerk to Governors

from September 2018

Approximately 132 hours per annum

Salary £11.75 per hour

Park Community School is seeking to recruit a flexible, motivated and organised person to provide administrative and clerking support to the governing body of this school in Havant.

You would be responsible for drafting agendas, taking notes and producing minutes of meetings (average of four meetings per term), maintaining information on membership and advising the governing body on procedural and legislative matters. You must be competent and confident in the use of IT.

To apply for this position, please download an application form from www.pcs.hants.sch.uk or e-mail recruitment@pcs.hants.sch.uk to request an application form.

To arrange an informal discussion about this vacancy with the Chair of Governors (Mr Fred Deeks), please email Jane Alder, PA to Headteacher on j.alder@pcs.hants.sch.uk

We look forward to hearing from you.

Closing date: Monday, 2 July 2018

Park Community 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. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks.

In promoting equal opportunities, the school welcomes applications from all sections of the community.