



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

## **Clerk to Governors**

### **Immediate start**

Approximately 132 hours per annum

Salary £11.76 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. We are an innovative school, characterised by an ambitious drive for excellence centred on the school's vision of 'Success for All through Attainment, Resilience and Autonomy' and a mantra that we are 'Much More than Just a School'.

You would be responsible for drafting agendas, taking notes and producing minutes of meetings, 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.

Governor meetings are held on Wednesdays starting at 4.30 pm with a commitment to end meetings no later than 7.30 pm. On average there are four meetings per term.

To apply for this position, please download an application form from [www.pcs.hants.sch.uk](http://www.pcs.hants.sch.uk) or e-mail [recruitment@pcs.hants.sch.uk](mailto: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](mailto:j.alder@pcs.hants.sch.uk)

We look forward to hearing from you.

**Closing date: Tuesday, 2 October 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.