



# Orleans Primary School

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Headteacher: Jane Evans BA (Hons) PGCE, NPQH



## Clerk to Governors

**From November 2013**

**Grade SO1 Part time (£14.10-£14.97 per hour plus holiday allowance)**

The Governors of Orleans Primary School wish to appoint a highly organised and self-motivated Clerk to join this outstanding School. The Clerk is accountable to the governing body, working effectively with the Chair of governors, and with the Headteacher and other governors.

The Clerk to the Governors will ensure the smooth running of the governing body: preparing agendas and meeting papers, taking and distributing minutes, giving administrative support, keeping records and up to date information on policies and date of reviews, and providing procedural and legislative advice to the governing body. They must have excellent organisational, communication and ICT skills.

This is a part time role, covering **6 full governing body meetings per year**, held in the evening during term time with a 7.15pm start. In addition and subject to discussion with the successful candidate, there is the possibility of clerking for up to 15 committee meetings per school year. Committee meetings usually take place during school hours. The Clerk is also expected to attend all relevant training events.

The Clerk is paid through payroll for hours worked on a monthly or termly basis and receives annual leave. Hours payable include the whole meeting process (emails, calls and agenda preparation; writing up and distributing minutes) and training events. Estimated hours for the current year for the full governing body meetings total approximately 72 with the possibility of up to an additional 90 hours should the successful candidate be able to clerk committee meetings.

Please submit your application to: [applications@orleans.richmond.sch.uk](mailto:applications@orleans.richmond.sch.uk)

**Closing date for applications: 12pm on 3<sup>rd</sup> October 2013**

**Shortlisting: 4<sup>th</sup> October 2013**

**Interviews: 8<sup>th</sup> October 2013**

The appointment is subject to satisfactory pre employment clearances including references, medical clearance and an enhanced CRB Disclosure. Orleans Primary School is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.



Richmond upon Thames  
Children and Young People's Trust

