

# Clerk to the Governors

Hourly rate: £10.95 to £12.33, depending on experience  
Flexible working hours minimum four hours per week  
Permanent • Required as soon as possible (term time only)

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The Governors of this friendly, popular school wish to appoint a flexible and reliable person, with good organisation, minute taking, planning and administration skills to support our dynamic Governing Body.

The hours for this position are variable but not expected to be more than four hours per week.

You will need to attend Governing Body and Committee meetings, which normally take place in the evening. There will be a minimum of 14 meetings per annum.

The Clerk to the Governors is responsible for providing advice to the Governing Body on constitution, governance and procedural matters; providing effective administrative support to the Governing Body and its committees; ensuring that the Governing Body is properly constituted; and that information is managed effectively in accordance with legal requirements.

Professionalism and discretion are essential skills for this role as you will be dealing with highly confidential information.

Full training, from both the local authority and the Diocese of Portsmouth is available so relevant experience, whilst desirable, is not necessary.

Application forms and further details are available on the school website [www.stedwardscatholicfirstschool.co.uk](http://www.stedwardscatholicfirstschool.co.uk)

Visits to the school are positively encouraged and will be warmly welcomed.

Completed application form should be emailed to: [office@secfs.org.uk](mailto:office@secfs.org.uk)

**Application will be considered upon receipt.**

*We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Posts are subject to an Enhanced DBS and Asylum and Immigration check.*

## **St Edward's Catholic First School**

Aged 4–9 years

Headteacher: Mrs S Matthews

Parsonage Lane, Windsor, Berkshire SL4 5EN

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[www.stedwardscatholicfirstschool.co.uk](http://www.stedwardscatholicfirstschool.co.uk)

