

## **Senior Clerk to Governors (Downs Infant School)**



### **Part-Time, Permanent Post**

**Grade: NJC Scale 5 (Senior Clerk) - £28,163 to £30,060 pro rata**

**130 hours per year (averaging 2.5 hours per week)**

**Start date: 14/01/2025**

We are looking for a clerk who will provide high level advice, support and administrative assistance to our governing body. This will involve arranging meetings, taking minutes, keeping records and advising the governing body on local and national developments that will impact on their work.

You must have experience of minute-taking, good ICT and communication skills and be able to work with minimal supervision. Training for clerks is provided by the local authority, as well as opportunities to network with other clerks.

Flexibility in terms of working hours is required with approximately 6 Full Governing Body meetings per year, usually mornings or early evenings and ad hoc clerking of working groups and panels, as required.

For further information please contact the Chair of Governors or Headteacher on 01273 099854

Website: <http://www.downsinf.brighton-hove.sch.uk>

**Closing date for applications: Monday 16<sup>th</sup> December (Noon)**

**Interview date: Thursday 19<sup>th</sup> December**

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to a Disclosure & Barring Service (DBS) Check.

Downs Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.