



**Benfield and Hangleton**

**Federation**

**Executive Head**: Emma Lake

 **Chair of Governors**: Mark Goodson

Dear Applicant

Thank you for your interest in the post of Senior Clerk to governors . The position is available from September 2022 and offers the successful applicant the opportunity to be part of our partnership.

Reporting to the chair of governors, and myself, the Executive Headteacher, the successful applicant will be responsible for providing professional clerking services to the Governing Body.

We enclose a recruitment pack containing all the relevant information you will need to make your application. We hope you find this useful. Please also visit our websites at [www.hangleton.brighton-hove.sch.uk](http://www.hangleton.brighton-hove.sch.uk) and [www.benfield.brighton-hove.sch.uk](http://www.benfield.brighton-hove.sch.uk). These websites clearly demonstrate our values and ethos and show how the two schools work closely together.

In the attached pack you will find the **person specification** which has clear criteria that describes the essential skills, ability, experience and qualification needed in order to carry out the duties of the post. Please use the person specification criteria as headings when writing your statement and where applicable, give examples of situations when you have used the skills and attributes detailed. Your application or personal statement should be no longer than 2 pages of A4 and bullet points are encouraged. It is very important that your application is in the format requested as candidates will be short-listed on the person specification criteria alone. CVs will not be accepted.

The closing date for applications is noon **Friday 17th June 2022**. Please email your completed application form to jobs@hangleton.brighton-hove.sch.uk, or post to the school**.**

We would welcome the opportunity to show you around the school and if possible to meet myself. Please contact the school office to arrange a visit before Friday 15th February.

The interviews will be held week commencing 27th June .If you have not heard back from us by 21st July you can assume that you application was not successful.

Thank you once again for the interest you have shown in this post and we look forward to receiving your application.

Yours sincerely



**Emma Lake,**

**Executive Headteacher**