

## **DIOCESE OF ARUNDEL & BRIGHTON**

### **St Bernadette's Catholic Primary School**

Preston Road, Brighton, BN1 6UT

Headteacher: Mrs. C. Smith

Tel: 01273 553813

Email: [mail@stberns.brighton-hove.sch.uk](mailto:mail@stberns.brighton-hove.sch.uk)

Website: [stberns.com](http://stberns.com)

### **Clerk to Governors**

**4 hours per week**

**Scale 3-5 Depending on experience**

**£18,795 - £23,836 pro rata**

**To start September 2020**

The Governors are seeking to appoint a well-organised and reliable clerk to provide effective and confidential administrative support to the governing body as well as providing advice on governance, constitutional and procedural matters.

The successful candidate will be fully committed to supporting the Catholic ethos of our school; energetic and enthusiastic and passionate about teaching and learning.

You will be able to offer:

- Effective administrative support to the governing body and its committees
- Guidance ensuring the governing body constitution is correct
- Effective management of information in accordance with legal requirements

We are seeking someone who is:

- Able to maintain clear records, preparing and circulating agendas and associated paperwork
- Confident taking minutes at meetings, liaising with governors and school staff, and working with the Chair to maintain the smooth and efficient running of the governing body
- Forward thinking so as to ensure that all relevant documentation is circulated well in advance
- Prepared to work flexibly and electronically

A large proportion of the role is expected to be completed from home. The workload is variable as governors may need additional meetings from time to time. The successful applicant is expected to organise and plan their time efficiently around the governors' requirements and school calendar.

St Bernadette's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS check.

For full details and an application form please contact the school office on 01273 553813 or by email to [mail@stberns.brighton-hove.sch.uk](mailto:mail@stberns.brighton-hove.sch.uk) - Visits to the school are welcome.

Closing date: 10am Friday 17<sup>th</sup> July    Interview date: Monday 20<sup>th</sup> July