



# St. Mark's CE (Aided) Primary School

*Where every child matters and every day counts.*

Manor Road Brighton BN2 5EA Tel: 01273 605588



Headteacher: **Mrs Jane Fendley MA NPQH**  
Co-Chairs of Governors: **Mr Ian Keating and Ms Sally Bream**

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

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**AIM HIGH. BELIEVE. ACHIEVE.**

Dear Applicant,

Thank you for your interest in the position of Clerk to Governors at St Mark's. We are a happy, hard-working school and our children are at the heart of everything we do. We are seeking to appoint a colleague who will work as part of our team, ensure our children reach their full potential, and break down any barriers to our children's learning.

We meet as a full governing body 7 times per year, and have 2 committees (Resources and Quality of Education) which meet 4 times per year for each committee.

St Mark's is an ambitious school, and we are seeking an enthusiastic, efficient and pro-active clerk, to join us on the next stage of our development.

We are looking for a candidate who:

- Is a committed and hard- working clerk
- Will show initiative and be proactive in the organisation of meetings.
- Has high quality secretarial skills
- Good knowledge of Microsoft packages.

We will offer you:

- An extremely committed and dedicated staff team, who are determined to improve outcomes for our children.
- The benefits of working within the established Brighton and Hove Central Schools' Partnership and Roedean Partnership.
- Highly supportive governors who are committed to school improvement.

If you feel that you have what it takes to overcome significant challenges, such as overall low attainment on entry, high levels of FSM and SEN, within a socially and economically deprived community, then we want to hear from you.

I look forward to receiving your application and to have the opportunity to show you around our school.

Yours sincerely,

Mrs Jane Fendley  
Headteacher

