**Clerk to Governors**

KR6 £20585 - £22489 (pro rata to hours)

The Governing Body of St Stephens Junior School is looking to employ a Clerk to the Governing Body to assist them in the strategic leadership of our successful and popular school.

Experience is preferred but we would be happy to employ an enthusiastic person willing to attend local training and be upskilled and supported by the governing body.

You need to be an outstanding administrator as you will play a vital role in:-

* Organising governing body meetings
* Accurately recording meetings to produce effective and compliant minutes
* Provide advice and guidance on governance and on constitutional matters, duties and powers
* Securing the continuity of the business

Flexibility is important as some hours will be during the school day and others may run into the evening. Most of the work can be completed at home, although attendance at school is required for all meetings. (During Covid all meetings are held virtually)

Being able to work from home under your own initiative is an essential part of the job as you will be managing deadlines and updating and keeping accurate written and electronic records.

A key part of your role will be the ability to remain impartial, to comply with data protection legislation and maintain confidentiality.

**You will ideally have:**

* Highly effective written and verbal communication skills.
* Full computer literacy, Microsoft Office; Word, Excel, Powerpoint, Outlook and Internet.
* Ability to work on own initiative with good time management skills and able to work to deadlines.
* Excellent record keeping, information retrieval and dissemination of Governing Body data/documentation to the Governing body and any relevant partners.
* Excellent interpersonal skills.
* Positive attitude to personal development and training.
* Confidentiality and integrity as core values.

**Conditions**

* St. Stephen’s Junior School currently have four Full Governing Body meetings and nine committee meetings per year although this may be subject to change.
* Salary is paid based on the number of hours worked and paid on the KR6 pay scheme.

This is dependent upon qualifications and experience as a Level 2 Clerk.

* As a rough guide and on previous experience of the Clerk to Governor position, the salary is likely to be between £2000pa to £4000pa and is dependent upon the number of meetings held during the year and any additional meetings that may arise.

Our school and all its staff and Trustees are committed to safeguarding and promoting the welfare of the children and will make rigorous checks on all staff appointed to our school.

We are an enthusiastic and friendly school who will welcome you into our team. We believe that all our staff, whatever their role, are valuable and an essential part of our team. The duties that you will undertake will make a real difference to the continuing improvement of our school.

If you are interested and would like to apply, please complete the Application Form attached to this vacancy and mail to: [admin@ststephensjuniorschool.co.uk](mailto:admin@ststephensjuniorschool.co.uk) with a covering letter.

If you would like any further information on this role or indeed our school, please contact Mrs J Dowkes, School Manager on the email address above. To get a flavour of our school, please do visit our website at [www.ststephensjuniorschool.co.uk](http://www.ststephensjuniorschool.co.uk)