

# Oaklands Junior School

Headteacher - Mrs H West

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www.oaklandsjunior-school.org.uk



## Clerk to the Governing Body

Casual Position on a Part Time Permanent Contract approximately 125 hours per annum.

The salary will be at Grade 4, Point 18-21 (£18,870 - £20,541 per annum, pro-rata – equivalent to £9.78 - £10.65 per hour) depending on experience.

This is a key role providing administrative support to the Governing Body, reporting to the Chair of Governors.

This vital position ensures the effectiveness of the Governing Body by meeting the administrative and procedural requirements and enabling the board to have successful discussions.

Primarily the clerk is responsible for preparing agendas in consultation with the Headteacher and the Chair of Governors; taking and writing up the minutes at Governors' meetings, and distributing documentation and other information to the Governing Body. The Clerk will also need to become familiar with the DfE's Governance Handbook, and provide accurate advice to Governors as necessary.

There are usually 6 meetings of the full Governing Body per year but attendance at additional committee meetings, totalling 19 to 21, will be required. These are currently held either before school or in the evenings, meaning that willingness to attend evening meetings is essential. However, most of the administrative duties will be undertaken in the Clerk's own home.

The successful candidate will also be expected to attend two termly briefing sessions held by the Local Authority which are held during the working day and also take advantage of other training sessions that may be offered.

Good english, maths and computing skills are essential. The job requires someone who is a good communicator, who works well on their own using their own initiative and as part of a team.

This School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All staff employed in the school must be aware that an enhanced Disclosure and Barring Service (DBS) check will be undertaken.

Closing Date: 8<sup>th</sup> June 2018 at 12 noon.

Interview Date: 18<sup>th</sup> and 19<sup>th</sup> June 2018

Further information, including an application form and job description please contact Pauline Cooper at [finance@oaklands-jun.wokingham.sch.uk](mailto:finance@oaklands-jun.wokingham.sch.uk).

