

Oaklands Junior School

Headteacher - Mrs H West

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www.oaklandsjunior-school.org.uk



Clerk to the Governing Body

We are looking for a Clerk to our Governing Body to provide effective administrative and clerking support to all Governing Body Meetings. Responsibilities will include preparing agendas, attendance at meetings and drafting of minutes, supporting good communication and providing advice to ensure compliance.

The school is part of the Corvus Learning Trust, a recently formed family of four schools supporting students from Infants through to Secondary school in the Crowthorne area. The Trust schools enjoy shared values and a common ethos and vision for children and their education. The successful candidate will have the support of and work in collaboration with the other clerks.

There are usually 6 meetings of the full Governing Body per year but attendance at additional committee meetings will be required. These are currently held either in the mornings or the evenings but the school is willing to negotiate on timings. Most of the administrative duties, however, will be undertaken in the Clerk's own home, meaning that it can be very flexible.

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 literacy, numeracy and IT 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 is a Part Time Position on a Permanent Contract, approximately 180 hours per annum. However, this can be reviewed once the candidate has been in post for a while. The hourly salary will depend on experience.

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.

Further information together with a full job description can be obtained from the school office.

Closing Date: Monday 29th October 2018 at 12 noon.

Interview Date: TBC



The Corvus Learning Trust is incorporated in England and Wales
Company number 11045796 Registered Office: Edgbarrow School, Grant Road, Crowthorne,
Berkshire, RG45 7HZ

