



Clerk to Governors

Part time, term time only
Approximately 140hrs per year – flexible working to include some evening meetings
Grade G £18,746 to £24,174 (full time equivalent)

Required for 1st May 2018

We are seeking to appoint an enthusiastic and professional Clerk to Governors to provide advice, guidance and support to the Governing Body and Committees at Berkeley Primary School and Cam Woodfield Junior School. Principal contacts will be Governors, Headteachers, and the Clerk to Trustees.

You will be a team player who is looking to support schools in the community and possess effective organisation and administration skills. The role will involve:

- Working with the Chairs of Governors and Headteachers in setting the Agendas for local governing body meetings and committee meetings, approximately 10 per year per school.
- Attending all governing body meetings and take accurate notes from which to write the Minutes.
- Setting up Governors hearings, interviews and appeal committees as required.

The role is flexible to allow the successful candidate to work independently, however there will be a base available at Berkeley Primary School or Cam Woodfield Junior School if preferred. Previous experience of Clerking is not necessary as all training will be given.

Berkeley Primary School and Cam Woodfield Junior School are part of the Cotswold Beacon Academy Trust (CBAT) and the successful candidate will be supported by a Clerk to the Trustees and an Executive Team.

Please contact Dr Stuart Wilson (Chief Executive Officer of CBAT c/o amanda.oxberry@cbat.academy) if you wish to discuss the post further. Visits to the schools are welcome and encouraged. To arrange a visit please contact Berkeley Primary School office on 01453 810254 admin@berkeley.gloucs.sch.uk or Cam Woodfield Junior School office on 01453 542706 admin@camwoodfield-jun@gloucs.sch.uk

Closing date: Tuesday 20th February 2018

Interview date: w/b 26th February 2018 Start date: May 2018

Berkeley Primary School and Cam Woodfield Junior School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The appointed person will be required to undergo an enhanced DBS check.

For information and further details please contact Amanda Oxberry (P.A to the C.E.O) Cotswold Beacon Academy Trust

Email: amanda.oxberry@cbat.academy

Websites:

Berkeley Primary School

<http://www.berkeleyprimary.org.uk/>

Cam Woodfield Junior School

<http://www.camwoodfield-junior.uk/>

Cotswold Beacon Academy Trust

<http://cbat.academy/>

