

Southwark Diocesan Board of Education and Surrey County Council

Clerk to Governors

Exciting opportunity to work in our popular school



Start date:	April 15 th 2024
Salary:	Surrey SP7 FTE £31,262 - £33, 321 (Actual £2,241 to £2,432)
Location:	Brookfield Drive, Horley, Surrey RH6 9NS
Contract type:	Part Time 117 hours per year
Contract term:	Part-time/Permanent

Trinity Oaks C of E Primary School lies in the heart of the community and aims to provide the highest possible quality of education, supported by a caring ethos and focus on the individual child. Our core values of being thankful, showing respect, acting with kindness and compassion and being resilient and aspirational, underpin everything that we do.

We are looking to recruit an experienced Clerk to Governors to provide an efficient and professional clerking service to the Governing Body. Reporting directly to the Chair of Governors, this is a part-time position where the successful candidate will be expected to clerk 8 meetings which include full Governors, admissions and additional budget meeting. All meetings will take place in person during term time with flexible meeting times. (There is the option of hybrid meetings where extenuating circumstances prevent in person meetings)

The role will include the following responsibilities:

- To work effectively with the Chair of Governors, the Head Teacher and the other governors to ensure the continuity and effectiveness of governing body business by providing high quality confidential administrative support, working within the governance legislative framework.
- To ensure all governors comply with safeguarding checks and practice
- To maintain an archive of records, documenting meetings, governor details, statutory policy details and terms of reference
- To advise the governing body on constitutional and procedural matters, duties and powers
- Manage information effectively in accordance with legal requirements.

We can offer:

- Ongoing training and support for you to develop within your role
- Flexible hours which can be worked around other commitments
- A supportive, friendly and hardworking Governing Body, Chair and Head Teacher

Induction will be provided.

An understanding and support of the school's Christian ethos is essential.

Post advertised from: From Thursday 22nd February 2024

Closing date for applications: 12pm noon Thursday 14th March 2024

Interviews: to be held the week commencing 18th March 2024

We reserve the right to invite candidates to interview prior to the closing date. We would therefore recommend that candidates submit applications as early as possible.

For more information about the position and to arrange a tour of the school with the Head Teacher please contact Mrs Tamzin Marsh, Business Manager at admin@trinityoaks.surrey.sch.uk

We are committed to safeguarding and promoting the welfare of pupils and expect all staff and volunteers to share this commitment. An enhanced-level check via the Disclosure & Barring Service will be required for the successful candidate. We will also conduct an online check of shortlisted applicants based on guidance in Keeping Children Safe in Education. All applications must be made using the School's application form. CVs will not be accepted.