



## CLERK TO SCHOOL GOVERNORS

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### **Job description**

The Clerk to Governors at Charlton Primary School in Wantage, Oxfordshire, plays a vital role in ensuring the smooth running of governor meetings. As well as preparing agenda and papers and taking accurate minutes, they provide governors with support on procedural matters to ensure that statutory responsibilities are met.

Interest from experienced clerks is welcome but full training is provided for those new to the role. The Clerk is supported in their work by our Head of Governance, who is always on hand to answer questions and provide guidance on statutory and other governance matters.

The successful candidate will have good oral and written communication skills, be well-organised and display good attention to detail. Experience with MS Word, email and the Internet is important.

### **This role is offered on a casual rolling contract**

The Clerk will work for 84 hours a year at £13.14 to £14.23 per hour (pay dependant on experience), equating to £1,103 to £1,195 per annum. Further paid hours are available should you wish to take on more than one school (we currently have opportunities with some of our other Vale Academy Trust schools in the Wantage area).

The Clerk's duties include the taking of minutes at 6 governor meetings per year, during school term-time. Most of these meetings are held in-person at the school, with a small number held online. Each meeting usually lasts around 2 hours, however the Clerk will also spend time at home between meetings on preparation, writing up minutes and dealing with other governance matters. To account for this, the Clerk is paid at a set 14 hours per governor meeting.

**If you are interested in this role, please contact our Head of Governance, Vicky Roberts by email: [informationteam@vale-academy.org](mailto:informationteam@vale-academy.org) for an informal discussion about the post before submitting your application.**