



Advertisement for a Clerk to the Board of Governors

Required as soon as possible

Nailsea School is seeking to appoint a Clerk to the Board of Governors.

The Governing Body, through its appointed and elected governors, plays an essential role in the development and continuing success of the school.

The clerk will work with the chair of governors, chairs of committees, other governors and headteacher, in dealing with administrative matters for the board of governors and advising on procedural issues of governance and statutory duties. Central to the role is preparing for, taking notes at and producing accurate minutes for meetings.

The clerk is required to attend all evening meetings to take minutes. These are usually held on a Monday and start at 18.00. Typically, there are 18 meetings per year. The clerk is also required to attend any panel meetings and produce minutes of these. Drafting minutes, distribution and other tasks can be undertaken when convenient to the clerk in a timely manner. Predominantly this role will be home based outside of meeting times.

New clerks can access support through on-line training, governors and headteacher and can keep up to date with local developments through local briefings.

The post will involve approximately 6 - 8 hours per meeting/160 hours per annum and the clerk may be asked to take on additional work with prior agreement. Any hours over and above this will be paid on an ad hoc basis.

The pay for this post is £1454 per annum, (pay award pending in September 2019).

Further information about this post and the school, including a job description and person specification, can be found on the school's website at: www.nailseaschool.com

If you are interested in applying for the position, please complete our Application Form which is on our school website and attach a letter of application stating your skills and experience to: Assistant Business Manager (Finance and HR), Nailsea School, Mizzy Road, Nailsea, Bristol BS48 2HN

Closing date for receipt of applications Noon on Friday 25 October 2019