



Lewknor Church of England Primary School

is seeking a

Clerk to the Governors

Permanent part-time role

120 hours per annum

Grade 5 – Salary range £18,795 - £19,554 pro-rata (£9.74 - £10.14 per hour)

We are looking for a well organised and efficient Clerk to the Governors to support the Governors in directing the school. In this role you will provide essential support by preparing agendas and collating papers for all meetings as well as taking notes and preparing minutes for approval. You will also be responsible for all administrative support and provide important legal advice on structure and the procedures that Governing Bodies must adhere to in accordance with the Governor's Handbook issued by the Department for Education.

The Full Governing Body meetings are normally held on Monday evenings and committee meetings are normally held during the working week on Mondays and Thursdays. Attendance is required at all these meetings. Work outside these meetings is undertaken at home and so you must have access to a PC or laptop to enable you to fulfil this role.

For more information, please view the job description and person specification on the school's website. Ideally we would like you to apply on line by emailing the application form to office.3184@lewknor.oxon.sch.uk but if you would like a paper application form then please contact the school office on 01844 351542. Please feel free to request a visit to the school if you would like to see around before applying by calling the office on the number above.

Closing date for applications is Friday 31st January, 2020

Interviews will be held on Friday 7th February 2020