



Grazeley Parochial C of E (Aided) Primary School

MereOak Lane, Grazeley, Reading, Berkshire, RG7 1JY
www.grazeley.wokingham.sch.uk

Our popular, thriving village school is seeking:

A Clerk to the Governing Body **(50 hours per annum)**

Grazeley school has been growing since 2013 and has doubled in size, now with 200 pupils on roll. Our recent OFSTED (September 2019) reported that Grazeley is a GOOD school where “pupils enjoy lessons” and the “school aims to help pupils become confident well-rounded citizens.”

We are seeking to appoint a Clerk to the Governing Body to advise our governors on governance, constitutional and procedural matters. The successful candidate will also be responsible for all administration in relation to the Governing Body including the preparation, typing and distribution of agendas and associated paperwork; accurate taking of and typing of minutes at Governor meetings.

For an application pack please visit <http://www.grazeley.wokingham.sch.uk/website/vacancies/186945>
CV's will not be accepted. Please return applications to dward@grazeley.wokingham.sch.uk

Positions starting: **as soon as possible**

Closing date for applications: **Friday 21st February 2020**

We are committed to safeguarding and promoting the welfare of children and expect all staff to respect this commitment. This post is subject to an enhanced DBS check.



WOKINGHAM
BOROUGH COUNCIL