



JOB VACANCY – CLERK TO THE GOVERNORS

Start Date:	As soon as possible
Position:	Permanent, part-time
Hours of Work:	Variable, on average 2 hours per week
Salary:	Grade 4, point 14

St. Peter's CE (Aided) Primary School, Henfield are looking for a Clerk to Governors.

We are a two form entry CofE Primary school. The school's admission number is 60 children and we currently have 380 on roll with 14 classes. We are a popular school that prides itself on our own sense of community, as well as being part of a vibrant village. St. Peter's is the only primary school in the immediate locality and draws children from Henfield and the surrounding areas. We are regarded as an important part of Henfield and value the close links we have.

The role of Clerk to Governors involves a high level of confidentiality, organising meetings, taking minutes at all Governor meetings, preparing the agenda and all necessary documents together with all associated tasks to ensure the Governing Body are effectively supported in carrying out their statutory duties. The ability to use your own initiative and to work independently is essential, as is good IT, interpersonal and organisational skills.

There are approximately 16 meetings a year. Ten of these take place in the mornings during school hours (two/three mornings per term, usually Fridays and last approximately two hours) and evenings (two evenings per term at 6.30pm, lasting approximately two hours), plus planning, preparation and follow up time.

The workload is variable as Governors may need additional meetings from time to time and applicants must be prepared to work flexibly and electronically. The majority of the preparation work can be done from home and be circulated electronically.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post will be offered subject to satisfactory references, health checks and will require an enhanced DBS clearance.

Visits to the school are warmly welcomed - please contact Jodie, our current Clerk to Governors on 01273 492447 or via email: office@stpetershenfield.org.uk. Application forms are available through the West Sussex Service for Schools website, or by emailing Jodie on the contact details above.

Please note that St. Peter's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. There will be a need for the successful applicant to undertake a criminal record check via the DBS.