

Sheldon School

Chippenham



Clerk to the Governors
Part-time, Permanent
Average 8 hours per week, Grade H, SCP 15
40 working weeks (45.80 paid weeks)
£4,827 per annum (£13.17 per hour)

We are looking to recruit a well organised and highly efficient individual to play a crucial role in supporting our Board of Governors.

The post holder will be required to prepare for and accurately minute all statutory meetings of the governing body, committee meetings and occasional additional meetings. Additionally, you will play a crucial role in ensuring the Governing Body is legally compliant and carrying out duties effectively. The successful candidate will have excellent communication skills, word processing and minute taking experience with a good standard of administration and secretarial skills.

The ability to understand regulations and procedural information is also highly desirable.

The ability to work flexible hours is essential as some weeks will require more hours than others, averaging out over 8 hours per week over the year.

We are looking for someone who possesses excellent organisational, interpersonal and communication skills and who can remain calm under pressure.

Closing Date: 15th June 2022, Noon

Further details can be obtained on the school website at www.sheldonschool.co.uk, or by calling 01249 766026 or email hr@sheldonschool.co.uk

We are a flexible working employer and we are willing to make any reasonable adjustments you require during your interview so please ask us.

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.

Please note that CVs are not accepted

