

## **Clerk to Governors Vacancy**

**Grade D Scale Point 18 - 22, £9.27 - £10.60 per hour  
120 hours per annum with the potential for more**

The Governors of St Joseph's Catholic Primary School, Newton Abbot are seeking to appoint a positive and inspiring Clerk to Governors. They are keen to accommodate the best candidates who will make a positive impact on our school and standards.

### **The post:**

- To provide advice to the governing board and its individual members on governance, constitutional and procedural matters, ensuring the board meets its statutory requirements.
- To provide administrative support to the governing board, its committees and individual governors to facilitate effective and efficient meetings and strategic governance.
- To make a key contribution to ensuring a strong evidence base is provided for Ofsted/Audit by thorough and accurate record of governing board challenge, actions and decisions via concise and accurate minutes.
- To manage information effectively and in accordance with legal requirements, observing confidentiality where necessary.
- To facilitate and co-ordinate the induction process for new governors and promote governor training, succession planning and recruitment based on the skills required to fulfil the governing boards' three key roles.

### **We offer:**

- A welcoming school with a strong Catholic ethos
- Children who are polite, happy and motivated to learn
- A supportive staff team who genuinely want the best for our pupils
- A commitment to your own professional development

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Disclosure is required for this post.