



# Packington Church of England Primary School

Headteacher ~ Mrs C J Price  
Chair of Governors ~ Mrs L Birtwistle

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## We would like to appoint a suitably qualified **Clerk to the Governing Body** Post to commence Autumn Term 2019

We are looking for an experienced clerk who will be responsible for the administration of the governing body.

- Required to attend 4 evening meetings per year (on a Monday).
- To prepare an agenda and minutes for each meeting.
- £850 per annum (any additional meetings can be claimed for).
- Training will be supported.

### **Could we be the school for you?**

In order to be considered for this post the successful candidate:

- must complete a schools application form.
- must be able to work effectively with the whole school including governors, parents, staff and pupils.
- will have to meet the personnel specification in order to be offered the post.
- appointment will be subject to a satisfactory DBS check.

We welcome applications regardless of age, gender ethnicity or religion.

**Please visit the school website [www.packington.leics.sch.uk](http://www.packington.leics.sch.uk) for further information and to download an application form.**

**Closing date: 5:00pm Wednesday 4<sup>th</sup> September 2019**

**Interviews will be held w/c Monday 9<sup>th</sup> September 2019**

Packington Primary School is committed to the protection and safety of its pupils.

**TOGETHER WE CAN FLOURISH - with Jesus as our guiding light!**