



**Sutton Benger C of E Voluntary Aided Primary School**

# **JOB VACANCY**

## **Clerk to Governors**

**3 hours per week over 52 weeks  
£9.21 per hour (Grade E)**

### **Main responsibilities:**

- To provide administrative and procedural support in order that meetings of the Governing Body are efficiently prepared
- Take notes of Governing Body meeting to prepare minutes, recording all decisions accurately and objectively
- Maintain a database of names, addresses and category of Governing Body members and their term of office
- Inform Governing Body of any change of membership: initiate a welcome pack/letter being issued to newly appointed governors
- Advise the Governing Body on governance legislation and procedural issues
- Ensure that statutory policies are in place and that records are maintained of policies and other school documents approved by the Governing Body

**This is a permanent position, starting Tuesday 8<sup>th</sup> January 2018**

The closing date for applications is noon on **Wednesday 21<sup>st</sup> November 2018**. If you are interested in applying for this position please contact the school office on 01249 720407 or [admin@suttonbenger.wilts.sch.uk](mailto:admin@suttonbenger.wilts.sch.uk). Application forms are also available on the school website <http://www.suttonbenger.org>.

Interviews will be held on Thursday 29<sup>th</sup> November 2018

Sutton Benger C of E VA Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.

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40 Chestnut Road, Sutton Benger, Chippenham, Wiltshire, SN15 4RP