

**BASTON CE PRIMARY SCHOOL**  
**103A MAIN ST, BASTON, PETERBOROUGH, PE6 9PB**  
**01778 560430 / www.baston-school.co.uk**

**CLERK TO THE GOVERNORS (PART-TIME)**

**Grade 4 Scale 9-12/£18,319-£19,819 pro rata**  
**120 hours worked flexibly over the year**

Baston CE Primary School is a hard-working, happy school and our children are at the heart of all we do. We strive to support all children to dream, thrive and achieve.

We are looking to appoint an exceptional candidate to provide professional clerking services for our Governing Body.

The successful candidate will be well-organised, reliable and professional, with the desire to develop the necessary skills to enhance the work of our dedicated and hardworking team.

The clerk will be required to provide advice on governance, constitutional and procedural matters. He/She will also be required to prepare and distribute agendas and supporting documents prior to meetings, record accurate minutes of meetings, deal with governor correspondence and maintain records. The clerk to governors will attend all Full Governing Body meetings and meetings of other committees.

Effective administrative support to the Chair of Governors and Full Governing Body is essential in order to fulfil statutory requirements.

Meetings take place on weekday evenings.

**The successful applicant will:**

- Have excellent administrative, computing and literacy skills
- Be organised, resourceful and respect confidentiality
- Be able to work flexible hours; attending governing body meetings, with other hours to suit home-working
- Be self-motivated and ready to attend training and development

**Your responsibilities will include:**

- Advising the Governing Body on legislation, procedure and best practice
- Facilitating effective administration - preparing and circulating documentation prior to and after meetings
- Maintaining an accurate and concise record of FGB business
- Managing a record of Governing Body membership, training and interests
- Undertaking appropriate and regular training for personal development
- Additional duties as required e.g election of parent and staff governors

Previous experience is essential. Accreditation is desirable, but training can be arranged.

Visits to the school are welcomed. Please contact the school office to arrange a time to come and see us.

Application packs can be found on the school website or can be collected from the school office. Completed application forms should be returned to Mrs Jo Bannister, Personnel Administrator, in the school office or by email [jo.bannister@baston.lincs.sch.uk](mailto:jo.bannister@baston.lincs.sch.uk)

Closing date: Thursday 17<sup>th</sup> May at 9am.

Interviews to be held: Tuesday 22<sup>nd</sup> May

**Baston Church of England 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. This post is subject to an enhanced DBS check**