



**Beaupré**  
COMMUNITY PRIMARY SCHOOL

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Web: [www.beaupreprimary.co.uk](http://www.beaupreprimary.co.uk) Headteacher: Mrs Michelle Munday

### **Clerk to Governors - Vacancy**

**Part Time - Permanent**

**approx. 10 meetings a year (meetings are held on Wednesday evening).**

**Approx. 5 hours are allocated to each meeting which cover the meeting and the administrative tasks associated with the preparation and follow up of the meeting.**

**Required: Immediate start**

**NJC Point 17 - £11.88 per hour**

**Actual salary will be a pro-rated amount of the annual FTE salary**

Beaupré Community Primary School are looking to recruit a Clerk to the Governors. The successful applicant will need to provide the Governing Body with procedural advice in carrying out its statutory obligations and administrative support in fulfilling its strategic functions.

Your work will include providing clerking to the Governing Body committee meetings and panel hearings including pupil exclusions and complaints. Your duties will include agenda preparation, attending meetings, taking notes, providing procedural advice, and carrying out follow up action, including the running of governor elections.

This is an excellent opportunity if you have an interest in children's education and would like to become involved in the interesting and rewarding work of supporting school governors.

If this is you, we are looking for a professional to join our strong team.

We are looking for:-

- A professional who has good note-taking skills, experience of writing minutes, be familiar with Word and Windows
- A professional who has the ability to relate well to a variety of people and has good communication skills with the ability to handle conflicts of opinion and the confidence to offer unbiased advice.
- A person who is highly motivated and have the flexibility to work both on their own initiative and as a team member.
- A person who has the ability to prioritise their workload to meet strict deadlines whilst maintaining good quality in their work.
- Awareness or experience of school administration would be helpful.
- The post holder will need to have a flexible approach to time. Governing body meetings are mainly held in the evenings. Your work commitment would be 10 meetings a year. The additional administrative tasks required to support these meetings can be done at your convenience as long as they meet the deadlines required.

- A person with proven clerking experience in the education sector would be an advantage in this role, as you will be supporting the Headteachers and Governors to ensure the smooth running of the Governing Body although training will be provided for the right candidate.
- A professional who works well in a team, can use their own initiative and is committed to their own professional development.
- An enthusiastic individual with a sense of humour

We can offer you :-

- A flourishing, exciting and continually developing school learning environment
- A supportive and dedicated team of staff, governors and parents
- A secure and knowledgeable Governing Body
- Training and advice from Cambridgeshire County Council Governing team

Please submit a letter of application explaining why you would be suitable for this role addressed to the Headteacher.

**Beaupré School has a commitment to safeguarding and promoting the welfare of children and requires all staff to demonstrate this commitment in every aspect of their work.**