



**Vacancy for a clerk to the Governing Body of Hemingford Grey Primary School**

**Hours: 5 (flexible) hours/week term time only (including evenings)**

**Salary: Grade 4 Scale point 7-11 £10.41- £11.27 per hour**

**Progression to: Grade 5 Scale Point 12-17 £11.50- 12.69 per hour on completion of Level 3 Cam-Clerk training**

**Starting date: ASAP**

The Governing Body of Hemingford Grey Primary School is seeking a new clerk. The clerk is the lynch pin of the Governing Body, providing professional administrative support and advice to the Governing Body and working closely with the Chair of Governors and Headteacher. We are looking for a highly organised, reliable individual who will at all times maintain confidentiality, impartiality and a professional manner.

A good general standard of education is essential along with excellent listening, verbal and written skills. You will need to be competent in the use of Microsoft Office, Teams, email and the internet, with good internet access. Flexible hours will be necessary with evening/late afternoon meetings, normally on a Tuesday, and occasional day time meetings. There are 4-6 meetings per term – 1-2 full governing body meetings and 3-4 sub-committee meetings. This post is home based but will require an ability and willingness to visit the school regularly to deal with admin tasks, in addition to, attending meetings.

The ideal candidate will have experience of organising meetings, preparing agendas, accurately recording minutes and disseminating all relevant information in a timely manner. You will need to have a willingness to become familiar with the procedures and legislative framework within which Governing Bodies have to work and to undertake training where necessary.

We can offer the successful candidate the opportunity to be part of a very supportive team of governors dedicated to ensuring high standards of education at the school and an environment in which every child can thrive. Training in clerking a school Governing Body and regular updates will be available.

Applications can be made by filling in an application form, the pack is available on the school website, supplemented with a supporting letter outlining how you meet the person specification. Applications should be emailed to the school office ([office@hemingfordgrey.cambs.sch.uk](mailto:office@hemingfordgrey.cambs.sch.uk)) and named 'Clerking Role'. CVs will not be accepted. If you require further information about the role of the clerk, please e-mail our current clerk ([clerk@hemingfordgrey.cambs.sch.uk](mailto:clerk@hemingfordgrey.cambs.sch.uk)).

**Closing date for applications: 12:00 12<sup>th</sup> Nov 2021**

**Interviews: tbc**

***Our school demonstrates a commitment to safeguarding and promoting the welfare of children and young people by providing a safe working ethos through a range of rigorous policies and procedures. We expect all staff to share this commitment. An enhanced Disclosure and Barring Service check will be required for this post. (A check which is undertaken by all employees who work with children)***