

**Clerk to the Board of Governors**

**Grade 13 (£19,554 full time equivalent) 2 hours per week**

**Term time only, permanent contract from October 2019**

**Curry Rivel C of E VC Primary School,**

**Church Street, Curry Rivel, Langport, TA10 0HD**

**Tel: 01458 251404**

**Age Range: 2-11, NOR 158 Email: curryrivelprimary@educ.somerset.gov.uk**

**Website:** [**www.curryrivelprimary.somerset.org.uk**](http://www.curryrivelprimary.somerset.org.uk)

Curry Rivel Primary School is seeking a Clerk to the Board of Governors. The board, through its appointed and elected governors, plays a distinctive and essential role in the continuing success and development of the school.

The clerk’s job is to work with the chair, other governors and headteacher, in dealing with administrative matters for the board and advising on procedural issues of governance and the board’s statutory duties. Central to the role is preparing for, taking notes at and producing minutes for meetings. The post involves some evening work and the successful candidate should be available at times during the day. Good keyboard skills and the ability to write agendas and produce accurate concise minutes are essential. Integrity and the ability to maintain confidentiality are essential.

New clerks receive advice, support and training from the SSE-Somerset Governance Services Team and all clerks are encouraged to attend termly briefings in their locality to update themselves on the latest developments in governance.

The post will initially involve setting and sending the agenda (1 hour); the meeting (4 hours with preparation for photocopying, setting up the room, clearing afterwards); typing up the minutes and getting them agreed by HT and chair (2 hours). Typically, there will be 1 meeting each term. The clerk will be asked to take on additional work according to need (eg. preparation and monitoring School policies schedule). This is advertised at 2 hours per week term time only.

The post of Clerk to the Governing Body has been evaluated using Somerset’s Job Evaluation Scheme at Grade 13: £10.14 per hour (£19,554 full time equivalent salary). Curry Rivel Primary School is fully committed to rigorous safeguarding procedures as well as equal opportunities

Further information and an application form can be obtained by contacting Mrs Helen Davies, School Business Manager and Clerk to the Governors at hdavies3@educ.somerset.gov.uk or telephone 01458 251404.