

Advert – Clerk to the Governing Body

Salary: Single Status Grade 7 £26,539 - £27,196 pa pro rata

Part time - 5 hours per week

We are looking to recruit a Clerk to the Governing Body trained in all aspects of an advisory role who will have the appropriate skills and knowledge to provide an effective professional service to our Governing Body.

This is a part time post for 5 hours per week. You will need to be flexible and organised. Governors meetings are held outside the school day. There will be six full governing body meetings next year. These are held in school and usually start at 5.15 pm.

There is a requirement for the Clerk to be accredited or prepared to undertake accreditation as being able to work at a level equivalent to the BTEC Level 3 Clerks to Governing Bodies award.

Completed application forms and letters of application should be sent directly to the college addressed to swindsor@stcatherines.college

The closing date for this post is 12 noon on Tuesday 2 July 2024.

St Catherine's College is committed to safeguarding and promoting the welfare of children and young people and requires all staff to demonstrate this commitment in every aspect of their work. An enhanced DBS check is required for successful applicants.

For more information about this position please contact Sandie Windsor on 01323 465469.