

# St. Joseph's Catholic Primary School

## **VACANCY FOR CLERK TO GOVERNORS**

### **Part time equates to approximately 2.5 hours per week**



Grade E (£21,968-£22,777pa (£11.39-£11.59)

#### A bit about us:

An exciting opportunity has arisen for you to be part of our team at St Joseph's Catholic Primary School. We are seeking to appoint a Clerk to The Governing Board (currently an Interim Executive Board IEB)

Academically our pupils are thriving, there is an ambitious strategic plan, to meet the needs of the local community. Following our recent OFSTED in March 2023 we are thrilled with our positive report that states ...

"Relationships between adults and pupils are warm and nurturing. Pupils appreciate that staff know them well and care about them."

St Joseph's Catholic Primary School is looking to appoint a governance professional to the Interim Executive Board. Applicants must be efficient, excellent administrators and have strong communication skills to support the governors and headteacher.

#### All about the role:

This is an excellent opportunity for someone who has:

- Excellent oral and written skills with an eye for detail
- A sound knowledge of administrative work related systems
- Able to communicate well and develop effective working relationships
- Be able to maintain confidentiality at all times and to prevent disclosure to confidential and/or sensitive information.
- Excellent personal organisational and time management skills
- Able to manage conflicting work pressures and organise priorities
- Experience of maintaining administrative systems and competent user of Microsoft Office and database applications
- An enthusiasm for continued professional development and a desire to develop appropriate knowledge of the legal framework relating to the governance of schools and current developments in education.

The post is a part-time position, covering meetings of the board. This equates to 2.5 hours per week across 38 school weeks. The meetings are held during the evenings approximately 12 times this year. Over time the IEB will transfer back into a normal governing board at which point the meeting times and frequency will be reviewed.

The position lends itself to home working, although IEB meetings take place face to face at the school and also over teams.

To help the successful candidate fulfil their role, there is an expectation for them to attend relevant training events and governance professional network meetings led by Governor Support.

If this is you, we can offer you:

- An ideal environment to grow and develop as a professional, in a beautiful town on the edge of the Cotswolds where the community is at the heart of all we do;
- Enthusiastic and highly motivated children, who love coming to school;
- A professional, friendly and dedicated team of staff and supportive Governors;
- A commitment to developing you professionally. So, if you are ambitious and would like to work in an environment where what you think and do is encouraged, welcomed and appreciated, please get in touch.

#### Find out more and apply:

For further details and an application pack and /or to book a visit to our school, please contact

An application form can be downloaded from the schools website.

Anita Druce by email: [admin@st-josephs-malmesbury.wilts.sch.uk](mailto:admin@st-josephs-malmesbury.wilts.sch.uk) or by phone: 01666 822331.

Visits to the school are very much welcomed, please contact the school office to arrange Tel: 01666 822331

**Closing date (and time): Friday 3<sup>rd</sup> November - Midday**      **Interview date: TBC**

**Commencement date: As soon as possible**

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*