

# St. Joseph's Catholic Primary School

## **VACANCY FOR CLERK TO GOVERNORS** **Part time equates to 4 hours per week**



Grade E (£25,183 - £25,992) Full time annual salary (£13.05 - £13.47) per hour

### 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.

Academically our pupils are thriving and there is an ambitious strategic plan, to meet the needs of the local community. Following our 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 Governing 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
- The ability to communicate well and develop effective working relationships
- The ability to maintain confidentiality at all times and to prevent disclosure of confidential and/or sensitive information
- Excellent personal organisational and time management skills
- The ability 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 4 hours per week term time only (38 weeks). The meetings are generally held during the evenings or late afternoon, approximately 12 times per year.

The position lends itself to home working, although 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.

From any and no faith provided they are willing to support and promote the school's Christian ethos and support the school's catholic foundation.

### Find out more and apply:

For further details and an application pack can be downloaded from the school's website

For any enquiries or book a visit to the school please contact Anita Druce by email: [admin@st-josephs-malmesbury.wilts.sch.uk](mailto:admin@st-josephs-malmesbury.wilts.sch.uk) or by phone: 01666 822331.

**Closing date (and time): Friday 20th June 2025 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.*

*All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed.*