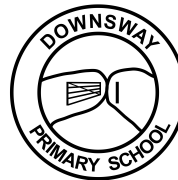


DOWNSWAY PRIMARY SCHOOL

Warbreck Drive, Tilehurst, READING RG31 6FE

Telephone: 0118 9421362

E-mail: office@downsway.w-berks.sch.uk



Clerk to Governors *(Starting September 2019)*

Scale Band E: £10.13 to £11.19 per hour depending on experience
Approximately 152 hours per annum

The Governing Board of Downsway Primary School invites applications for the role of Clerk to Governors.

You will work closely with the Chair of Governors, Headteacher and other Governors to ensure that all paperwork and monitoring visits for School Governance are appropriately maintained and carried out.

We are looking for an effective and efficient administrator who will:

- provide general administrative support for the Governing Board.
- provide advice to the Governing Board on governance, constitutional and procedural matters.
- provide proactive support with agenda setting, including the production of a draft agenda for each meeting.
- issue the agenda and all the supporting paperwork for each meeting.
- attend all governor meetings to take minutes.
- prepare, amend and issue minutes.
- clerk any additional meetings.
- understand and abide by the confidential nature of the role at all times.
- be conversant with general IT.

Access to a home computer and competency using word are essential. Governors' meetings are held monthly on Wednesdays from 4pm and usually last 2 hours. Experience is desirable but not essential as training will be provided.

Visits to the school are strongly encouraged. Please contact the school office for further information including an application form or to arrange a visit.

Closing date: 24th June 2019 at 12 noon

The school has a commitment to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check.