

St Mary's Catholic Primary School
Cookham Road, Maidenhead, SL6 7EG
Tel: 01628 622570



Clerk To Governors

Permanent position, Contract - 3-4 hours/week term time,

Hours the Clerk works each month are variable but averaging to 3-4 hours/week.

Salary range

Scale 3 – Scale 5 (pt 5-12) - £20,205 - £23,208 FTE pro rata depending on experience

(Actual Salary apx: £1,300 - £1,600, equating to apx £11.91- £13.4269 / hour)

We are seeking an efficient and proactive Clerk to the Governing Body: this is a key role providing administrative and procedural advice to the Governing Board, ensuring its effectiveness, reporting to the Chair of Governors.

This post is part-time, home-based working, term-time only and requires a degree of flexibility from the post-holder as the schedule of meetings and workloads around them can vary. Governing Body meetings usually take place in school, in the evenings, where the Clerk would attend to take minutes, convene the meetings and provide advice.

Key Responsibilities

- Provide advice to the governing body on governance, constitutional and procedural matters.
- Provide effective administrative support to the governing body and its committee, which involves preparing agendas in consultation with the Chair of Governors and Headteacher; taking and writing up the minutes and distributing documentation and other information to the Governing Board
- Ensure the governing body is properly constituted.
- Manage information effectively in accordance with legal requirements, including becoming familiar with the DFE's Governance Handbook and provide accurate advice to Governors, as necessary

Closing date: 30th May 2020.

If you require a visit to the school can be arranged with social distancing. Please visit our school website (www.stmarys-maidenhead.org.uk >Vacancies) for further details and where the application pack and job description can be downloaded. Please contact Mrs Chawla, School Business Manager, via telephone: 01628-622570 or e-mail: neelam.chawla@stmarys-maidenhead.org.uk if further information is required.

St Mary's Catholic Primary School is committed to equality of opportunity and to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post requires an Enhanced DBS check along with other relevant employment checks.

St Mary's is a school within Frassati Catholic Academy Trust: a charitable company limited by guarantee
Registered in England and Wales: Company Number: 8561153
Registered Office: Cookham Road, Maidenhead, Berkshire, SL6 7EG