



## **CLERK TO GOVERNORS ADVERT**

- Post:** Permanent Clerk to Governors (1.5 per week term time only)
- Address:** Clifton primary School  
Clifton  
Cumbria
- Salary:** SCP6 £ 23,893 pro rata (FTE 37hpw) (1.5 hours per week, term time only)
- Start date:** 1<sup>st</sup> October 2024 or as soon as possible thereafter
- Contract:** Permanent 1.5 hours per week, term time only

**Job description:** To advise the Governing Board on governance, procedural and constitutional matters; manage memberships; administer meetings; maintain appropriate records and manage information, in line with relevant legislation, guidance and best practice.

The Governing Board of Clifton Primary School wish to appoint a high-quality Clerk to provide the Governing Board and its committees with administrative support and guidance. The successful candidate will advise the Governing Board on governance, procedural and constitutional matters; manage memberships; administer meetings; maintain appropriate records and manage information, in line with relevant legislation, guidance and best practice.

They will be reliable, flexible and able to attend evening meetings of the Governing Board and its committees held during the term time, currently meetings are held once per half term (7 per academic year).

Applications are invited from suitably qualified or experienced individuals who have excellent listening and oral and written communication skills as well as good ICT skills. Full induction and training will be provided.

In return, we can offer you:

- A friendly working environment
- A supportive team
- Opportunities for training
- Local Government Pension Scheme

This role is permanent, subject to a probationary period.

Application forms are available to download from our website:

<https://www.clifton.cumbria.sch.uk>

Please return completed application forms with a covering letter summarising your skills, abilities and experience to support your suitability for the post to Mrs Nikki Hipwell at [admin@clifton.cumbria.sch.uk](mailto:admin@clifton.cumbria.sch.uk). Please note that CVs will not be accepted.

The school is an equal opportunities employer, committed to the principles of child protection, safeguarding and safer recruitment and to promoting the welfare of children and young people. All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.