

## Hamwic Education Trust

### Clerk to Governors

### Based-Gatcombe Park Primary School

- **Closing Date:** 14<sup>th</sup> December 18
- **Interview Date(s):** To be arranged.
- **Job Start Date:** December 2018
- **Contract/Hours:** Part time
- **Salary Type:** Support Staff
- **Salary Details:** SCP 29 £28,221 pro rota (Band 7) £14.62 per hour. or SCP 33 £30,755 pro rota (Band 8) £15.94 per hour if an Accredited Clerk
- **Hours of Work:** Approximately 6 main meetings per year as well as occasional committee meetings, when required.
- **Location of Role:** Portsmouth
- **Contact e-mail address:**  
ccoleby@gatcombepark.portsmouth.sch.uk

### Job/Person Summary

To start December 2018

#### About the Role:

We are looking for a dynamic and flexible individual who has clerical and administration experience to support our Governing Body.

You will provide professional support to maximise the performance of the school and support the progress of pupils. You will play a vital role in organising governor body meetings, recording an accurate record of their work, keeping them up to date with changes in government and advising on governance issues.

The ability to remain impartial, comply with data protection legislation and maintain confidentiality is paramount.

#### About You:

You will need to be able to work under your own initiative, manage deadlines, update and keep accurate written and electronic records. The work involves attending various full Governing Body, Finance Committee and Curriculum meetings (often in the evenings). Access to a computer and the internet from home is essential as much of the work will be home based.

### Application Procedure

Who to contact: [ccoleby@gatcombepark.portsmouth.sch.uk](mailto:ccoleby@gatcombepark.portsmouth.sch.uk) or ring the school on 02392694412.

**All schools with the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

**We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**