

**ROLE: Clerk to the Governors**

**SCHOOL: Springdale First School**

**HOURS:** Term Time (38 weeks) 2.5 hours per week

**SALARY:** Poole Grade D, Level 5-6, £18,795 - £19,171 per annum, pro rata

**CLOSING DATE:** Sunday 23<sup>rd</sup> June 2019

**START DATE:** September 2019

**ADVERT:**

Springdale is a friendly and caring school that is proud to provide an outstanding learning environment for our children and families. We are therefore looking for someone with the right skill set, who is organised, effective with time and available to attend our meetings. All are held in term time, some are in the mornings and some early evening.

If you feel you would like to contribute to a successful, vibrant and happy school community then please contact the school for further information.

**JOB/PERSON SUMMARY:**

The Governors of Springdale First School are seeking to appoint a Clerk to support the effective running of the Governing Body. This role will involve ensuring Governors are kept up to date; minutes are completed and distributed with key documents in a timely and systematic way. The Clerk will support the Headteacher and Chair of Governor's in preparing for meetings, and keeping governors informed of training opportunities. Liaison with other key members of the Springdale team will be essential when required.

**WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:**

- Has excellent ICT skills including Word, Excel and the ability to work with other school based systems, web site management (training would be provided)
- Has experience working with taking notes/ minutes
- Has administrative experience
- Has excellent communication skills with a wide range of people
- Is well organised, systematic and has the ability to prioritise effectively, working efficiently to deadlines.

Visits to the school are warmly welcomed. Please call on 01202 692700 or email [bfeltham@springdale.poole.sch.uk](mailto:bfeltham@springdale.poole.sch.uk) to make an appointment.

## **APPLICATION PROCEDURE:**

Should you wish to apply for this vacancy, please view the job description and complete the application form which can be found at [www.springdale.poole.sch.uk](http://www.springdale.poole.sch.uk) and return to Mrs B Feltham, [b.feltham@springdale.poole.sch.uk](mailto:b.feltham@springdale.poole.sch.uk) or post to Springdale First School, Springdale Road, Broadstone, BH18 9B

## **THE HILLARY TRUST**

The Hillary Partnership is part of a Multi Academy Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ ***outstanding*** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

**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.**