

Permanent, part-time Clerk to the Governing Body – Fells Federation (Coniston C of E primary school and John Ruskin School)

We are seeking a professional and highly organised Clerk to Governors to work with the Fells Federation Governing Body. This is a pivotal role over-seeing the administrative function of governors at John Ruskin Secondary School and Coniston C of E Primary School, which form the Federation, and ensuring that the business of the Governing Body is conducted and clerked efficiently, effectively and with due regard to governance legislation and statutory practice guidance.

Knowledge of the clerking process would be a distinct advantage, however, is not essential, as training can be provided where necessary. The role would be an average of two hours per week but this would be flexible, according to need and as agreed with the Chair of Governors and the schools. Attendance at Full Governing Body evening meetings (approximately four per year) is essential (currently held remotely due to COVID-19). In addition, attendance at sub-committee meetings during the day (approximately 10 per year) would be required. The National Governance Association (NGA) Clerking job description will be provided with the application form to inform candidates of the range of duties included in the role.

Applications are invited from individuals who are currently either working as a Clerk to Governors, are an exceptional administrator or a well-organised, efficient professional, who is seeking a part-time, flexible position.

The successful candidate must demonstrate:

- Excellent verbal and written communication skills, maintaining confidentiality at all times
- Excellent IT skills and the ability to use Microsoft Office applications at a professional level
- A passion for accuracy and attention to detail with excellent organisational skills
- The ability to build and maintain professional working relationships with a wide range of stakeholders and personnel
- A flexible and proactive attitude

In return, the successful candidate can expect:

- Professional support
- Comprehensive training opportunities
- Flexible working arrangements

If you would like to be a part of this successful and thriving Federation of schools, application forms are available from

School Administrator

Coniston Primary School

Shepherds Bridge Lane, Coniston, LA21 8AL

admin@coniston.cumbria.sch.uk

We are an equal opportunities employer and are committed to the safeguarding and welfare of our students and expect all staff to share this commitment. An enhanced disclosure from the Disclosure and Barring Service is required for all successful applicants.

Details of our Child Protection Policy can be found on the Coniston Primary School website and the John Ruskin School website

Contract type: Permanent, part time, term time only (approximately two hours per week)

Job Family: BS3

Starting Salary: Scale Point 3, grade A; £18,562 pro rata

Start date: As soon as possible

Closing date: 12noon Monday 9 November 2020

Interviews: Date to be advised