



Grange CE Primary School
Fell Drive
Grange over Sands
Cumbria
LA11 7JF

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Headteacher: Mrs P Summers B.ED. Hons, NPQH

Grange CE Primary School

Fell Drive, Grange Over Sands, Cumbria, LA11 7JF.
NOR 160 Aged 3-11 years
Status: Voluntary Controlled

Headteacher: Mrs P. Summers **Tel:** 015395 32392
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The Governing Body of Grange CE Primary School are looking to appoint a Clerk to the Governors to join our hard-working team.

BS3 £18,562-£18,933 pro rata, (£9.62 - £9.81 per hour)

Required from 1st January 2022

Approximately 3.7399 hours per week (195 hrs per year) on a permanent contract.

Hours are to be worked flexibly to fit in with the cycle of governing body meetings during the year and will include attendance at committee and full governing body meetings throughout the year. There are usually six full governing body meetings plus ten committee meetings per academic year.

The purpose of the clerk's role is to:

- Provide advice to the governing body on governance, constitutional and procedural matters.
- Liaise with Governor Services to provide advice.
- Provide effective administrative support to the governing body and its committees.
- Ensure the governing body is properly constituted.
- Manage information effectively in accordance with legal requirements.

Confidentiality and flexibility, plus excellent organisational and computer skills are essential in this role. A nationally recognised clerking qualification would be an advantage.

This post will be subject to an Enhanced DBS disclosure, satisfactory references and pre-employment health clearance.

Closing date for applications: Friday 15th December 2021.

To request an application pack please email joanne@grange.cumbria.sch.uk

Interviews to take place week commencing 20th December 2021. Candidates will be required to disclose any criminal history prior to interview, if shortlisted.

Grange CE Primary School is committed to safeguarding and promoting the welfare and well-being of its pupils, engages with young people and staff in policy and practice developments, proactively encourages feedback and expects all staff and volunteers to share this commitment. Grange CE Primary School is an equal opportunities employer.

