



Easthampstead Park Community School

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Bracknell
Berkshire
RG12 8FS

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Clerk to the Governors

BG 16 >114 - £11.63 > £13.56 per hour on a timesheet only basis, including holiday entitlement and London Weighting. Average of 4-6 hours per Governors meeting (prep, 2 hours meeting, write up and distribution)

The Governing Body at Easthampstead Park Community School are seeking to appoint a highly organised, self-motivated Clerk with a professional manner and the effective communication skills required to provide full support to Governors. This is a key role which includes providing administrative and procedural advice to the Governing Board and keeping Governors abreast of policy updates and changes.

The Clerk plays a vital role in ensuring the smooth running of meetings, preparing agendas and papers and taking accurate minutes. The successful candidate will have experience of working effectively in a clerk/administrative or secretarial role and be able to demonstrate excellent organisational and communication skills. The Clerk will also need to become familiar with the DFE's Governance Handbook and provide accurate advice to Governors, as necessary. Candidates should have experience of effective record keeping, strong IT skills and be committed to maintaining confidentiality at all times. Experience of clerking in a school is desirable.

This role offers good flexibility with working hours and the ability to work from home. However, the successful candidate must be able to attend a minimum of 25 committee meetings per school year, which are usually held during the evening. In addition, Clerk support will be required at other ad hoc meetings and Local Authority training during the school day. Hours of work are therefore variable, but will be approximately 60 hours per term; this could increase should the Clerk be required for Exclusion Hearings etc.

Easthampstead Park Community School is a vibrant, cutting edge learning environment. Our school culture marries unswervingly high academic expectations with excellent pastoral care and support. The concept of community is at the very heart of our vision; we believe in a three-way partnership between parents, teachers and students, and are proud of our setting and the local community. Teaching and learning are at the very heart of our school and drives everything we do.

This is a very exciting time to join us. In recent years, we have made excellent progress, and at our last OFSTED inspection (June 2016), we were rated as 'Good' in all areas. If you feel you have the necessary skills, mind-set and determination to join us on our journey towards 'outstanding,' we would very much like to hear from you.

Applications will be considered upon receipt, therefore you are encouraged to make an expression of interest as soon as possible.

Closing date: Monday 20 November 2019, 10.00am.

Online applications can be completed via the Bracknell Forest Council link from the school website <http://www.epschool.org/content/vacancies>. Should you require any further information, please telephone our Personnel Officer on 01344 390826 or email recruitment@epschool.org.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced Disclosure and Barring Service check will be undertaken.

No Agencies Please



Headteacher: Mrs Liz Cook MA, BA (Hons)