



GREAT WALSTEAD
SCHOOL

An opportunity has arisen for a

Clerk to the Board of Governors Part Time over 40 weeks per year

Reporting to the Chair of Governors, the main responsibility of this role is to provide support to the Governing Body of this thriving school. Other tasks and responsibilities include providing procedural and regulatory guidance, preparing and circulating agendas, taking minutes, handling correspondence as well as dealing with sensitive and confidential issues .

We are looking for an experienced and organised administrator with sound experience of writing agendas, taking minutes and/or note taking.

The successful candidate must possess a professional manner, be a clear communicator with confident speaking skills, have a high level of literacy and be proficient in Microsoft packages as well as being flexible and able to juggle priorities simultaneously.

It is envisaged that working hours will be on a flexible basis of up to 180 hours per year, with the majority of meetings being in the evening. Attendance will be required at four Full Governing Body and various Sub-Committee Meetings held throughout the year.

Further details and an application form can be obtained from the School's website

www.greatwalstead.co.uk/staff-vacancies

Closing date for applications is 9am Wednesday 2nd December 2020

**Great Walstead School, Lindfield, Haywards Heath, West Sussex RH16
2QL Telephone 01444 483528 vacancies@greatwalstead.co.uk**

The School is committed to safeguarding and promoting the welfare of children and expect all of our staff to share this commitment. The successful candidate will be required to undertake an enhanced disclosure via the DBS and to register with the update service

Data Handling – please refer to Great Walstead's Data Protection Policy and Privacy Notice which can be found on the School's website.