



THE TYNINGS SCHOOL

EASTLEIGH CLOSE, STAPLE HILL, SOUTH GLOUCESTERSHIRE. BS16 4SG.

t: 01454 866525 e: thetynings@sgmail.org.uk w: thetynings.co.uk

Clerk to Governors vacancy

The Tynings Primary School is a two-form entry school situated in Staple Hill. Our vision is to ensure we provide a safe and happy learning environment and continue our trajectory of improvement and success. The School Governors are committed to this vision and strive to achieve the best within the school community.

We are looking to appoint a Clerk to the Governing Body to provide professional clerking services to our board of governors. The role will include providing advice on governance, constitutional and procedural matters and provide effective administrative support. A full job description is available on request.

This is a rewarding role for anyone looking to contribute to the success of our school.

The fee payable is £761 per annum and is based on 6 Full Governing Body meetings and additionally, £10.39 per hour for Committee meetings (3 to 4 hours per meeting which includes preparation, attendance and completing the minutes). There are 2 committees which each meet at least 5 times a year.

We are looking for someone who:

- Has experience as an administrator;
- Is IT literate;
- Is well organised;
- Has good communication skills;
- Is able to take accurate minutes at meetings;
- Is able to maintain impartiality and handle confidential minutes;
- Is capable of advising Governors on changes and updates in legislation and other requirements.

You should be reliable and have a flexible approach. Previous clerking experience is desirable though not essential as training and support will be available.

The role is as a holder of office and will primarily be undertaken in term time. Meetings are generally held in the evenings, between 7pm and 9pm. The holder of office will be required to liaise with the Head Teacher and Chair of Governors / Committees as relevant in order to set an appropriate agenda that, together with the associated documents, need to be shared, in good time, with the relevant members of the Governing Body. They will then be required to take detailed, accurate minutes and get them typed up and shared within a week of the meeting.

Other than attendance at meetings, the role will be carried out at home, at times of the day to suit the Clerk, whilst ensuring agreed deadlines are met.

The role of Clerk to Governors provides a valuable insight into education and a school environment, providing an ideal stepping stone for someone looking to get into a school based administration role.

The Tynings Primary School Governing Board is committed to safeguarding and promoting the safety and welfare of children. Therefore, you will be expected to share this commitment and all appointments will be subject to appropriate vetting including an enhanced DBS disclosure check.

For further information, please contact the school by email at thetynings@sgmail.gov.uk or via the school office on 01454 866525.

The school is committed to safeguarding and promoting the safety and welfare of children and young people. All staff and volunteers are expected to share this commitment and all appointments will be subject to appropriate vetting, including an enhanced DBS disclosure check.

Some roles may need to comply with the 'Childcare Act 2006' and the 'Childcare (Disqualification) Regulations 2009' where additional disclosure of information will be required.



RESPECT AMBITION DETERMINATION ADVENTURE