# Vacancy: Clerk to Governors

## Summary

The school is looking to recruit a part time Clerk to the Governing Body with the skills and experience to undertake the role – both advisory and administrative.

The post is offered as a Band 7 position. The main purpose of the role is to:

* Provide advice to the governing body on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regards to exercising the governing body functions.
* Ensure the governing body is properly constituted in-line with the Instrument of Government.
* Manage information effectively in accordance with legal requirements.
* Provide effective administrative support to the meetings of governing body and its committees as contracted.

Whilst we would seek to appoint someone with all of the above skills and experience, training to address any gaps in knowledge will be provided by the NYCC clerking service.

The successful applicant will have:

* Excellent collaborative and liaison skills
* Experience of working with Governing bodies
* Knowledge of Governance procedures and arrangements
* An ability to succinctly capture key information from strategic discussions
* Superb communication skills (including written and spoken English)

For a full job description and person specification, please contact the office.

## Post details

* Hours: 38 per year, equivalent to one per week. (These will have to be worked flexibly based on needs for meetings)
* Contract Length: 1 year fixed term (then to be reviewed)
* Contract Type: Term Time Only Excluding Training Days
* Salary: Band 7, to commence scale point 19.
  + (£9.72 hourly rate; £417.83 per annum (or higher, if long service with NYCC)
* Start Date: October 2017

## To apply

Applicants are requested to fill in an application form available from the office. A selection process will follow.

Deadline for applications: Friday 29th September , 2pm

**The school is committed to safeguarding children. This appointment is subject to a satisfactory Disclosure & Barring Service enhanced check. References will be checked.**