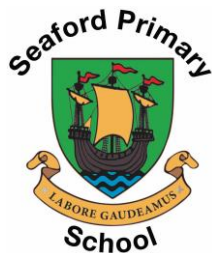


Seaford Primary School



Headteacher: Chris Davey
Deputy Headteacher: Helen Crees

Wilkinson Way,
Seaford,
BN25 2JF



Phone: 01323 893450

Email: office@seafordprimary.e-sussex.sch.uk

www.seafordprimary.e-sussex.sch.uk

We wish to appoint a part time Clerk to Governors.

Clerk Vacancy at Seaford Primary School

Hours: 3.36 per week clerking hours

Salary: Single Status 7 (point 18 – 19, £24,614 - £25,271 full time equivalent)

£2,235 - £2,295 pro rata per annum

The Governing Board are looking for someone who is reliable, confident, good with people and with an interest in school governance. You will need skills in good administrative practice and experience of minute taking. You will also need to be confident in the use of Microsoft Word, Excel and email and have access to a computer and the internet.

Responsibilities will include working effectively with the chair of governors, headteacher and other governors to secure the continuity of governing board business. To advise on procedural and legislative matters to ensure the Governing Board works to the legal framework. An understanding of confidentiality is essential for this role. Tasks include the preparation and circulation of papers, attendance at meetings and minute taking; maintaining a business calendar including policy reviews.

It is recommended that applicants either hold a relevant award (BTEC level 3 in Clerk to the Governing Board or equivalent) or be prepared to work towards the East Sussex Clerk to Governors Accreditation Scheme.

This role is for 3.36 hours per but actual weekly hours may vary and be determined by the timetable of Governor meetings, rather than a set number of hours per week. This includes 10 hours training and development time.

To apply please go to <https://seafordprimary.e-sussex.sch.uk/school-information/vacancies/>

Closing date; 3 January 2023

Interview date; To be confirmed



www.seafordprimary.co.uk

