



ADVERT CLERK TO GOVERNORS

Salary: £4,500 per annum The successful applicant will be self-employed and will invoice Barham Primary School for Clerking Services.

Hours: approximately 18 hours per academic term (to prepare for, attend and minute 3 Governing Body meetings [2 committees and 1 full governing body] per academic term).

Barham is seeking to appoint an enthusiastic and highly motivated Clerk to the Governors to provide advice to the Governing Body on governance, constitutional and procedural matters. This is a unique and exciting opportunity for an excellent Clerk to work to support our Governing Body in the strategic management and development of our school.

The successful candidate will be responsible for:-

- Preparation, typing and distribution of agendas and associated paperwork
- Accurate taking of and typing of minutes at the Full and Committee Governor meetings as well as any working parties
- Maintaining accurate records of the Governing Body and its membership
- Attending termly clerk briefings
- Advising the Governing Body on procedural issues, legal responsibilities and constitutional matters
- Policy preparation, maintenance, and distribution to staff and Governors

Knowledge of how schools and governing bodies operate would be an advantage along with previous experience of similar work; we invite applications from recently retired school leaders

Barham is an inclusive multi-cultural school community with 4 forms of entry and a 90 place part time Nursery. Our talented team of staff are committed to every child making accelerated progress in a happy and safe environment. Our children are extremely well behaved and enjoy coming to school as this is where children and staff feel valued and loved. This is an exciting opportunity. We have a proven track record in growing great leaders.

We are located in exciting and vibrant Wembley. We are close to Wembley Stadium and the SSE Arena, the London Designer Outlet with shops, restaurants and cinemas with we benefit from excellent transport links – Tube (Jubilee, Piccadilly & Bakerloo Lines), Overground and National Rail as well as the M1 and M40 motorways.

How to apply: please download an application pack and email your cv and covering letter to Dot D'Souza, HR Manager at Barham Primary School on admin@barham.brent.sch.uk

Closing date: Friday 26th October 2018

Interviews: Week commencing Monday 29th October (late afternoon and evening appointments available)

*Barham is a Safeguarding School committed to promoting the welfare of children.
All appointments are subject to satisfactory references and enhanced DBS checks*

