



## **Grazeley Parochial C of E (Aided) Primary School**

MereOak Lane, Grazeley, Reading, Berkshire, RG7 1JY

[www.grazeley.wokingham.sch.uk](http://www.grazeley.wokingham.sch.uk)

Our popular, thriving village school is seeking:

### **A Clerk to the Governing Body** **(132 clerking hours per annum, plus training as required)**

Salary: Grade 5 (point NL12 – NL17, £22,571 - £24,920) pro rata per annum

Grazeley Parochial Primary School is a happy and caring place to work and to learn. We are looking for an enthusiastic Clerk to the Governing Body to join us on our exciting school development journey.

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 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, taking minutes at meetings, providing procedural and legal advice as appropriate, record keeping, and other duties as agreed with the governing board.

Full training and ongoing support will be provided.

Visits to the school are warmly welcomed. To arrange a visit or for an application pack, please contact Lindsay Hoskins (Office Manager) on [lhoskins@grazeley.wokingham.sch.uk](mailto:lhoskins@grazeley.wokingham.sch.uk) or telephone 0118 988 3340. CV's will not be accepted.

Positions starting: **as soon as possible**

Closing date for applications: **Applications will be reviewed on receipt and successful candidates contacted directly.**

*Grazeley Parochial Primary School is committed to safeguarding and promoting the welfare of its children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a disclosure of criminal records at an enhanced level and provide evidence that they have a right to work in the UK. We are dedicated to equal opportunities for all.*