



**Malmesbury C of E Primary School
Sutton Benger C of E Voluntary Aided Primary School**

JOB VACANCY

Clerk to Governors

**4 hours per week (2 hours per school each week) – 52 weeks per year
£9.94 per hour (Grade E)**

The Governing Bodies of Sutton Benger and Malmesbury Primary Schools are seeking to appoint an efficient and committed Clerk to the Governors to co-ordinate and support the work of the governors. This post will involve flexible working, liaising with the Governors, distributing information, preparing agendas, attending evening meetings and taking minutes etc.

Malmesbury C of E Primary School is a standalone academy and Sutton Benger CE VA Primary School is a member of the Diocese of Bristol Academies Trust (DBAT) which is a multi-academy trust. This is a combined role across both schools. By advertising together, we aim to make the post a more substantial role. There will also be efficiencies in professional development and training, and in processing and distributing correspondence, which will save the post holder time. However we also welcome applicants who wish to work for only one school; in this case please state your preferred school in your application form or covering letter.

Reliability and confidentiality are essential. Meetings are held on week nights during term time, and commence at 6.00 – 6.30pm at the schools. There are usually 6-8 meetings per school per year. In addition, the Clerk may be needed to support other tasks such as minute-taking and assisting with Parent Governor elections. Outside of meetings, the hours can be worked flexibly either in the applicant's home, or by mutual arrangement at a convenient time in school where a PC and printer will be made available for use.

Applicants should possess initiative, strong administrative skills and have a good general education (a minimum of 5 A*-C at GCSE or equivalent). In addition they must be able to demonstrate effective communication skills with IT capabilities to include Microsoft Office and email. Previous similar experience would be an advantage but is not essential.

Prospective applicants are warmly welcomed to visit the schools. Please contact the school offices to arrange appointment:

Malmesbury Primary School: 01666 823514 or admin@malmesbury-pri.wilts.sch.uk.

Sutton Benger Primary School: 01249 720407 or admin@suttonbenger.wilts.sch.uk

An application pack is available from the schools' websites: www.malmesburyprimaryschool.co.uk
www.suttonbenger.org

Malmesbury C of E Primary School and Sutton Benger CE VC Primary School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure And Barring Service check before appointment is confirmed.