**POUND HILL JUNIOR SCHOOL**

Crawley Lane, Pound Hill,

CRAWLEY, West Sussex,

RH10 7EB

Tel: 01293 447000

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| Mr A T White, Headteacher  | email: office@poundhilljunior.org.uk |

Dear Applicant,

## RE: CLERK TO THE GOVERNORS VACANCY (Grade 4, Points 5 - 6)

 **PERMANENT CONTRACT - COMMENCING September 2019**

Thank you for your enquiry regarding the above position at Pound Hill Junior School.

These are exciting times at Pound Hill Junior School. The Governing body has just overseen the move into a new school building and we are now looking to build on our recent Good Ofsted rating to continue to support the school in delivering high quality education for all of the pupils.

We require a dynamic, organised and possibly sometimes bossy, Clerk to Governors to keep us focussed on our governance role. The successful post holder will play an important part in assisting the whole of the Governing Body at Pound Hill Junior School with minute taking at meetings, setting agendas, ensuring relevant information is sent to Governors in a timely manner and general administrative duties.

We are, therefore, looking to appoint someone who is both efficient and well organised, and who has good communication & administrative skills. He/she should also have strong ICT knowledge, and enjoy working under pressure. Previous experience of working with a school Governing Body would be an advantage but not essential as full training and a mentor can be provided. Access to your own personal PC and email would also be an advantage as most of the work can be done from home. However, printing and admin costs will be met by the school. Alternatively, there is the possibility of working during the day in our school office.

The post holder will initially be contracted to work 3 hours per week. This is due the fact that the actual hours of work are flexible; as there will be busier and quieter times depending upon when meetings are held. Applicants must, however, be available to attend meetings during the school day as this is generally when meetings are held. Any additional hours worked will be paid as overtime.

The starting salary for this position is Grade 4, Point 5 which is currently £10.92 per hour.

If you are interested in applying for this position and feel that you have the necessary skills and attributes required, please send your completed Application Forms either by post addressed to Mr S Uwins, Chair of Governors at the School Office address above, or by email to bursar@poundhilljunior.org.uk by 6th September 2019.

Pound Hill Junior School is committed to the safeguarding of all our children and staff so all the necessary safeguarding checks will need to be carried out prior to appointment; including DBS checks, medicals and reference checks. It is, therefore, essential that you provide us with the full names and addresses of two people who have known you for at least 2 years or who is your current employer when completing the section regarding “References” on your application form in order to avoid any delays.

We look forward to receiving your completed application form in due course.

Yours sincerely,



Mr A White

Headteacher