



## **Long Sutton C of E V A Primary School,**

Martock Road, Long Sutton, Langport  
Somerset TA10 9NT

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Website: : [www.longsuttonprimaryschool.co.uk](http://www.longsuttonprimaryschool.co.uk)

### **Long Sutton C of E Primary School is seeking a Clerk to the Board of Governors.**

The board, through its appointed and elected governors, plays a distinctive and essential role in the continuing success and development of the school.

A new clerk is required for 10 hours per month to work with the chair, other governors and headteacher, in dealing with administrative matters for the board and advising on procedural issues of governance and the board's statutory duties. Central to the role is preparing for, taking notes at and producing minutes for meetings.

Good keyboard skills and the ability to write agendas and produce accurate concise minutes are essential. Integrity, good organisation and the ability to maintain confidentiality are essential.

New clerks receive advice, support and training from the SSE-Governance Team and all clerks are encouraged to attend termly briefings in their locality to update themselves on the latest developments in governance.

Attendance will be required for 1 Governors meeting per month in the evening (except in April and August) and the rest is flexible. The clerk may be asked to take on additional work according to need.

The post of Clerk to the Governing Body has been evaluated using Somerset's Job Evaluation Scheme at Grade 13, Hourly rate of £13.47 up to £14.59 doe

Long Sutton C of E VA Primary School is fully committed to a process of safer recruitment in order to safeguard the children in our care.

For further information on this position please contact Lizzie Reynolds, Head Teacher at the school.

**Application forms are available from the school office or on the school website.**

**Closing date: Monday 15<sup>th</sup> June 12:00 Midday**

*'Learn to love and love to learn'*