

12 April 2018

Dear Sir/Madam

Clerk to Governors and Company Secretary

Thank you for your enquiry regarding this post. The School currently requires a permanent part-time Clerk to Governors and Company Secretary for 3 hours per week, term time only plus INSET (39 weeks per year).

The successful candidate will demonstrate the ability to provide first-class administrative support to the Governing Body, Committees and Members of a successful Academy Trust in the strategic management and development of our School. They will work very closely with The Headmaster, Chair of Governors and members of the Governing Body and therefore interpersonal skills are essential as is the ability to work as part of a team. Previous experience working within a school would be an advantage. The attached job description gives further details of the post.

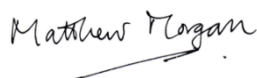
The annual salary for this post is approximately £1,299 to £1,675 (proportionate to the full-time rate of £18,746 to £24,174 per annum) depending on experience.

If you wish to be considered please submit a completed application form with a covering letter explaining your suitability for the role. A current CV would also be welcome. The offer of the post will be subject to two satisfactory references and an enhanced Disclosure and Barring Service check.

The closing date for applications is 9.00 am, Tuesday 8 May 2018. Interviews will take place on Thursday 24 May 2018.

Thank you for your interest in the post. I look forward to receiving your application.

Yours faithfully



Matthew Morgan
HEADMASTER