

Dear applicant,

Thank you for taking the time to apply for the position of Clerk to the Governing Board at Bourne Primary School.

Our recruitment process begins with scoring applicants' answers to a range of 'work sample' scenarios/ questions. They are designed to allow you to demonstrate the skills you have that would ensure you succeed in the role. Each work sample is reflective of what the job would entail. On your application, please write your response to each work sample and clearly label your responses (A, B, C or D).

Work sample A

After working with the governing board for a couple of months, you've started to identify that some meetings are becoming too operational and it is becoming increasingly difficult to show in the minutes that the board demonstrate appropriate support and challenge to the head teacher. How would you go about rectifying this?
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Work sample B

What organisational devices do you use regularly and would recommend as a way of effectively administering for the Governing Body? What problems do they solve and why would you recommend them?
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Work sample C

The Board is planning to have their next full governing board meeting in a month's time. What will you do to ensure that the meeting goes smoothly?

Work sample D

One of your roles is to advise The Governing Board on governance legislation and procedural matters. How do you go about this? What are your key considerations?
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Responses will be scored and applicants will be selected for interview based on the scores they receive.