**Clerk to the Governors**

**Salary range grade 4 (£11.27 per Hour)**

The Bulmershe School is seeking to appoint a clerk to its governing body. This is an important role, with the clerk providing essential support and advice to governors, as well as ensuring that records of meetings and other governance activities are properly maintained. The clerk will need to work particularly closely with the Chair of the Governing body, the Headteacher, School Business Manager and the chairs of the two main sub-committees (‘resources’ and ‘teaching and learning’).
The time commitment will be an average of three hours per week, with some weeks involving more / fewer hours. The flexibility to work within the school day and evening. This post is a Grade 4 and attracts a remuneration of £11.27 per hour administered by timesheet.