



Company Registered Number: 8517255

# St John's Primary School

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St John's Road, Wallingford, Oxon, OX10 9AG Tel: 01491 837305 Email: [office.2567@st-johns.oxon.sch.uk](mailto:office.2567@st-johns.oxon.sch.uk)

Headteacher: Miss Nicola Hughes

## Clerk to the Governing Body

**Closing date:** 28/09/2018 at 12:00

**Job Start Date:** October 2018

**Contract/Hours:** Permanent, Part-time

**Salary Type:** Support Staff

**Salary Details:** £14.99 - £16.43 per hour

**Hours of Work:** Casual (approximately 60 hours per year)

**Location of Role:** Home/School

**Contact e-mail address:** [office.2567@st-johns.oxon.sch.uk](mailto:office.2567@st-johns.oxon.sch.uk)

## Job/Person Summary

Main purposes of the job:

- Provide procedural and constitutional advice to the governing body in carrying out its statutory obligations
- Provide effective administration support to the governing body in fulfilling its strategic functions
- Ensure the governing body is properly constituted
- Manage information effectively in accordance with legal requirements

Main Duties

- Minute taking at 6 full governing body meetings per annum. Draft minutes to be produced within 7 days of the meeting for approval by the Chair.
- Preparation and circulation of agenda and supporting documents within appropriate timescales
- Monitoring governor attendance at meetings
- Advising the governing body where governor terms of office are near completion
- Assist with governor elections
- Ensuring that new governors have access to appropriate documents and attend induction training.
- Follow up any agreed action points and inform the Chair of progress.
- Uphold the code of practice adopted by the governing body and observe the rules of confidentiality.

## Application Procedure

Please download an application from the school website.

## Safer Recruitment

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

## About us

**Address:** St John's Road, Wallingford, Oxfordshire, OX10 9AG

**Telephone:** 01491 837305

**Website:** [www.stjohnswallingford.org.uk/](http://www.stjohnswallingford.org.uk/)

[Application form](#)



Oxfordshire Primary Education Network



Working together to provide an outstanding education for all our children