

# ELLWOOD COMMUNITY PRIMARY SCHOOL

Bromley Road  
Ellwood  
Coleford  
Glos  
GL16 7LY

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Email: [admin@ellwood.gloucs.sch.uk](mailto:admin@ellwood.gloucs.sch.uk)  
Website: [www.ellwoodschool.co.uk](http://www.ellwoodschool.co.uk)  
Headteacher: Mrs D Milford



Grade Allowances	Grade G (pts 19-27) £18,746 – £24,174 pa pro rata (Not applicable)
Hours	Part Time (38 hours per year)
Contract	Permanent

The Governing Body of Ellwood School is looking to appoint a professional Clerk to the Committees. The role involves preparing the agendas, collating papers and distributing for all Committee Governor Meetings and taking accurate minutes.

The core responsibility will consist of facilitating meetings of the Governing Body Committees meetings. The Clerk may also be required to attend any Extraordinary Meetings that are called. The hours required will be 38 hours per year. You will need to work in partnership with the Chair of Governors, committee chairs and help all governors understand their role, function and maintain school confidentiality.

Aside from meeting attendance, the role can be carried out flexibly and will be home-based. Access to a computer and internet is essential for the role. Knowledge and experience of school governance would be helpful but is not essential and training will be provided.

Duties include: -

- Keeping up to date with current developments and legislation affecting Governance, including the Clerking Competency framework, Governance Handbook and Competency Framework for Governors.
- Support the Governing Body on procedural and legislative matters
- Working with the Head Teacher, Chair of Governors and committees to set agendas
- Sharing supporting papers in good time for each governors meeting
- Recording accurate minutes and distributing agreed versions to governors

Committee meetings are held in the evening and there will be approximately twelve of these per year.

**Please apply to Ellwood school via email or post ( [admin@ellwood.gloucs.sch.uk](mailto:admin@ellwood.gloucs.sch.uk) ) with a completed application form available on the Gloucestershire County Council website:**

**<http://www.gloucestershire.gov.uk/jobs/opportunities-in-gloucestershire-schools/>**

**Closing date for applications: Monday 19<sup>th</sup> February 2018**

**The school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.**