



Andy Snipp, BA Hons  
Headteacher

# St Peter's Church of England Middle School

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## **Clerk to the Local Governing Body Part time**

**RBWM Scale 3 Spinal Point 14-17  
Pro Rata casual hours £11.22 - £11.84**

St Peter's Church of England Middle School is part of The Oxford Diocesan School's Trust.

The Local Governing Body of St. Peter's Church of England Middle School in Old Windsor is seeking to appoint an enthusiastic and highly motivated administrator to the post of Clerk to the Governors.

This is a unique and exciting opportunity for an excellent Clerk to work to support our Governing Body in the strategic management and development of our school as it enters an exciting period of expansion and growth.

To carry out the role you will need strong organisational skills, the ability to prioritise your work and good interpersonal skills. The ability to work on your own initiative is essential and excellent communication skills are required.

A willingness to work flexible hours is required as the workload is variable. The role also offers the opportunity to contribute the improvement and higher achievement in schools.

The role will be home-based and mostly based around term times. (38 weeks per year) You will need to have flexibility of time to work with the Governing body. You will be required to attend evening meetings at school and Clerk briefing meetings held locally as well as some meetings held during the school day.

Knowledge of how schools and governing bodies operate would be an advantage along with previous experience of similar work but training can be provided.

An application can be downloaded from the schools website [www.stpetersceschool.org](http://www.stpetersceschool.org)

Or contact Ravi Matharu School Business Manager 01753 866253, Email: [r.matharu@st-petersoldwindsor.org.uk](mailto:r.matharu@st-petersoldwindsor.org.uk)

*St Peter's Church of England Middle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS disclosure will be sought from the successful candidate.*

Closing date: 20<sup>th</sup> July 2018

Interview date: 25<sup>th</sup> July 2018