



'A Good School'
'A highly inclusive school, committed to the success of every pupil'

Ofsted - June 2018

CLERK TO THE BOARD OF GOVERNORS
PART-TIME, PERMANENT CONTRACT
Average 10 hours per week, 52 weeks per year
Grade E
£5,323 - £5,538 per annum
(£9.94 - £10.34 per hour)

Starting as soon as possible, we wish to appoint a well organised, highly efficient person with good communication, minute taking and word processing skills to become Clerk to our Board of Governors. The ability to work flexible hours is important as some weeks will require more hours than others, averaging 10 hours per week over the year. You will be required to attend all statutory meetings of the governing body, committee meetings and occasional additional meetings: these are currently held on Monday/Tuesday evenings. There is a full board meeting and 3 sub-committee meetings in each of the 6 school terms. Dates for the coming year will be available at interview.

Reporting to our HR Manager and in conjunction with the Chair of the Board, you will oversee the organisation of the meetings, ensure governors have relevant documentation in advance, record accurate minutes, and advise on changes in legislation, policy and governance issues. The ability to remain impartial, comply with data protection legislation and maintain confidentiality is essential.

You will receive an induction to our school and the Board of Governors, as well as access to any necessary training for the role.

A commitment to help all young people and staff to achieve their best and a shared belief in our inclusive ethos is expected of all staff.

Our school is a fully comprehensive single Academy for students from the ages of 11 – 18, with approximately 1200 students on roll. We are a school for our community and strongly believe in the potential of every young person.

As an employer we are committed to offering equal opportunities to all. We particularly welcome applicants from Black, Asian and minority ethnic (BAME) backgrounds as they are currently underrepresented in our school. All appointments will take account of the skills and experiences required for the role.

Closing date for applications is 10.00 am on Thursday 18th November 2021



The John of Gaunt School
A Community Academy

Full details and an application form can be accessed via our website,
<http://johnofgauntschool.org/staff/current-vacancies/>

CVs will not be considered.

The John of Gaunt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful for this position you will be expected to apply for an enhanced disclosure from the Disclosure and Barring Service before appointment is confirmed. References will be sought on shortlisted candidates before interview.

Wingfield Road, Trowbridge, Wilts, BA14 9EH



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The John of Gaunt School, Wingfield Road, Trowbridge, Wiltshire, BA14 9EH

The John of Gaunt School is a Limited Company registered in England – Company Number 7990655
Registered Office – Wingfield Road, Trowbridge, Wiltshire BA14 9EH



Headteacher: Mr P Skipp