



Clerk to Governors

Position:	Clerk to Governors
Pay Spine:	£190 per meeting. 12-15 meetings per year
Position start date:	September 2018
Employment type:	Part Time
Deadline for applications:	Wednesday 25 th July 2018 at 8am
Interviews:	Monday 30 th July 2018

ABOUT THE ROLE

The governors of Onslow St Audrey's are seeking to appoint an experienced, part time Clerk to the Governing Body with outstanding personal, organisational and computing skills to join our school. The hours per week will depend on the number of meetings and any additional related work required for the Full Governing Body and its sub committees.

We are looking for someone who is focused, resilient and good humoured. The successful candidate will work with the Governing Body to develop the existing high standard of governance in the school and should be prepared to study for the National Governance Association Clerks Development Programme. Applicants should possess excellent communication skills, be extremely motivated and have exceptional interpersonal skills.

Prospective candidates are encouraged to submit their application as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.

ABOUT THE SCHOOL

Onslow St Audrey's became an academy in January 2012 and the leadership team, staff and governors are completely focused on raising standards and providing an exemplary level of care and nurturing for its students. The position offers an outstanding opportunity to join a vibrant academy and play a key role in our quest for excellence. This is a small, thriving, multicultural, friendly and supportive environment in which to work. We are a member of a post-16 Consortium of five local secondary schools.

Hatfield is easily accessible by road and rail services. The school is less than 10 minutes' walk from Hatfield main line station, and is within easy access to all major road networks.

The academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

CONTACT INFORMATION

For a job description, person specification and further details of how to apply, please see the school website or telephone Mrs Wright, HR Co-ordinator, on 01707 264228 or email: ewright@onslow.herts.sch.uk .

Please visit our website for details of other open vacancies at the school: <http://onslow.herts.sch.uk/vacancies/>.