



**ST. KATHARINE'S C.E. (V.A.) PRIMARY SCHOOL**  
Rolls Drive · Southbourne · Bournemouth BH6 4NA

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website: [www.stkatharinesceprimary.co.uk](http://www.stkatharinesceprimary.co.uk)

**HEAD TEACHER:** Mrs. N. St John

**DEPUTY HEAD TEACHER:** Mrs E Burton



*Grace - Integrity - Aspiration*

**Clerk to Governors**  
**Grade 4 £23,893 - £25,119 F.T.E p.a.**  
**5 Hours per week, part-time - Term time only: start ASAP**

We have an exciting opportunity to work as clerk to the governors of our school. The role is permanent and with remote working, there will also be a requirement to come in to school for governor meetings held during term time.

The clerk to the governor's position will be working directly for the school governing body. The purpose of the role is to provide advice and guidance to the governing body on governance, constitutional and procedural matters.

The role will involve: organising meetings, hearings and appeals: a full range of administrative duties, including taking minutes, keeping records and maintaining the schools policy library.

The position requires the equivalent of 5 hours a week to be carried out across a school year, totalling 190 hours per annum, term time only.

Previous experience in a similar role would be very beneficial, however experience in a similar role could also be suitable. You will need to be highly skilled, accurate and efficient in the use of Microsoft Office applications.

There will be a requirement to undertake National Governance Training – NGA.

**Application packs are available on the school website.**

**Please complete an application form, we will not accept CV's.**

[www.stkatharinesceprimary.co.uk](http://www.stkatharinesceprimary.co.uk) in Our School/Staff/Staff Vacancies

Send applications to [recruitment@skps.email](mailto:recruitment@skps.email)

**Closing date 9am, Monday 29<sup>th</sup> January 2024**

Successful candidates will be notified by 30<sup>th</sup> January; if you haven't heard by this date please assume your application has been unsuccessful on this occasion.

**Interview Date: Friday 2<sup>nd</sup> February 2024**

*St. Katharine's C.E. (V.A.) Primary School is committed to safeguarding and promoting the welfare of children and staff, and expects all staff and visitors to share this commitment. We follow safer recruitment processes and therefore the post requires enhanced DBS check and references prior to interview.*