

Yateley School – Job Advert



www.yateleyschool.net

admin@yateley.hants.sch.uk



@yateleyschool



School Lane, Yateley GU46 6NW



/yateleyschool



01252 879222

Learning Together – Empowered for Life

- Job Title:** Clerk to Governors
- Salary:** £11.61 per hr, plus 12.07% roll up
- Working Time:** Approx 8 meetings per term, average 12-13 hours per month.

Yateley School is a popular 11-18 comprehensive school catering for 1300 students from the local area. Our school has a superb range of facilities across all areas of the curriculum and we have had specialist status in performing arts since 2002. Our Ofsted judgement is Good with an Outstanding Sixth Form.

We pride ourselves on our high standards, which are achieved through a friendly, caring atmosphere and a dedicated team of well-qualified teachers and support staff.

At Yateley, we believe we offer the chance for every child to fulfil their potential and achieve success.

Description of Role

We are looking for an individual who can deliver a high quality clerking service. The Governing Body and its Committees meet a total of approximately 8 times per term, mainly in the evening. Hours will be based on the number of meetings and will equate to about 250 hours a year at a rate of £11.61 an hour, with additional 12.07% roll up. The ideal candidate will have clerking or school governor experience although other applicants with experience in administration, agenda setting and minute taking will also be considered with training and/or work shadowing opportunities as appropriate.

Closing date for applications 30th June 2022..

Interviews will take place during the week beginning 4th July 2022.

Application Procedure

If you are interested in applying for the position, application forms are available on our web site , <https://www.yateleyschool.net/vacancies/> completed forms should be sent to clerk@yateley.hants.sch.uk

Mr M Bevan

Chair of Governors

Yateley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.