



GREAT OPPORTUNITY - Clerk to the Governors, Yateley School

Do you have or do you know someone with minute taking and administrative experience? Yateley School is looking for a Clerk to the Governing Body who can support us in achieving excellence in Governance.

The role will involve clerking at Governing Body Meetings 13 times per year on a Monday evening for approximately 2 hours (18:00 - 20:00). Hours of work outside the meeting may be worked flexibly at home and are likely to equate to around another 8-12 hours per meeting in order to undertake agenda preparation and production of minutes. You will need to be able to manage your time effectively, be comfortable chasing busy people to ensure deadlines are met and be confident in taking the initiative to find relevant information on behalf of the Governing Body. A flexible approach is essential, as is tact, diplomacy and the ability to maintain confidentiality at all times.

The ideal candidate will have Clerking or School Governor experience, although other applicants with relative administrative experience and transferable skills will be considered as we will support you in gaining a Clerking Accreditation. Rate of pay: £13 per hour.

If you would like to be considered for this position please email your CV and a Suitability Statement to the Chair of Governors:

Joannehowlett@live.co.uk by close of play on Friday 21st June. Interviews will be held on Tuesday 25th June and Friday 28th June.