



ST MARY'S RC HIGH

PER MARIAM

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HR1 4DR

Clerk to the governing body

Pay Scale 04HC SCP4 to SCP6

Hourly rate of pay £11.99 - £12.39 depending on experience

Annual hours of employment approximately 120

An exciting opportunity has arisen to work as the clerk to the governing body at our 'outstanding' secondary school. St Mary's RC High School is a close-knit Catholic community and a highly effective and oversubscribed voluntary aided 11-16 school. We are blessed with a highly dedicated and talented staff team who collectively help to achieve the strongest of outcomes for our pupils.

The post-holder would join a committed governing body overseeing the education and welfare of our pupils at St Mary's.

The clerk will be accountable to the governing body and will work effectively with the chair of the governing body, the headteacher and other governors.

It is a part time role, covering 5 meetings of the full governing body and 10 meetings of sub-committees each year. All meetings take place during the evening and meetings last approximately 2 hours each. The clerk will prepare for committee meetings, drafting agendas, preparing rooms, taking minutes and providing follow-up. Full details of duties are contained within the attached job description.

The ideal candidate will be highly organised and able to work to tight deadlines; an excellent communicator and proficient in the use of IT; knowledgeable in governance procedures and educational legislation or willing and able to learn (but full training will be given); able to remain impartial and maintain confidentiality; and be friendly and supportive of St Mary's Roman Catholic ethos.

St Mary's High School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to a Disclosure and Barring Service enhanced check and further pre-employment checks will be conducted in accordance with KCSIE. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

All documents relating to this post can be accessed through the schools website under Contact Us – Vacancies. Completed applications to be emailed to vcotton@st-maryshigh.hereford.sch.uk

Deadline for applications: Tuesday 30th April 2024

