



### **Clerk to Governors**

**Grade D £20,245-£22,785 FTE**

**Approximately 370 hours per year, term-time only**

**Required for September 2018**

The governors of Robert May's School are looking to appoint an experienced administrator who is methodical, reliable and enthusiastic to join our team as Clerk to Governors. The prospective candidate must be a good communicator, with a high standard of written English, who works well on their own initiative and as part of a team. You will be required to attend a number of meetings during term time; these take place both during office hours and in the evening, with a schedule of meetings agreed in advance for the academic year. (Please see attached schedule of dates for 2018/19 governor meetings).

Duties will include:

- Liaising with governors and the school
- Preparing agendas and attending governing body meetings
- Occasionally will be required to attend additional meetings with the Headteacher and Chair/Vice Chair of Governors
- Minute taking and maintaining accurate records
- Following up on actions raised at meetings
- Administrative support
- Supporting an effective induction for newly appointed governors
- Maintaining confidentiality and impartiality
- Providing advice to the governing body, together with the Company Secretary, on governance and procedural matters
- Ensuring that the governor information on the school website is accurate and compliant
- Managing governor information on the school's Governor Hub website
- Attending relevant governor training

Whilst full training will be provided, a basic understanding of governing body procedures and education issues would be advantageous, as would experience of attending formal meetings.

Robert May's School is a popular and over-subscribed 11-16 Academy school in a beautiful and easy-to-access part of Hampshire, close to Junction 5 of the M3. We have a strong record of academic achievement and our ethos of mutual respect, hard work and attention to excellence is well-known in the area.

Application forms are available via the school website [www.rmays.org](http://www.rmays.org) under the Staff Vacancies section and once completed, should be submitted to [recruitment@rmays.com](mailto:recruitment@rmays.com). Visits to the school are warmly welcomed. Please call Lisa Shackleton, HR Officer on 01256 702700 to arrange an appointment.

The closing date for applications is **Friday 27<sup>th</sup> July 2018** (noon).

