

Ringwood Junior School

Hightown Road

Ringwood



Clerk to Governors

Ringwood Junior School is seeking to appoint an efficient and enthusiastic Clerk to Governors who has strong organisation skills and administrative experience to support our school governing body.

You will work closely with the Chair of the Governing Body and the Headteacher to co-ordinate the running of the Full Governing Body and Committee Meeting which includes: agenda setting, coordinating communication and papers, minute taking, advising on practice and policy with reference to national frameworks and guidance. Responsibilities also include checking the Governor pages on the school website and that the DfE school details are up-to-date and liaising with the Chair of Governors and Headteacher with regards to compliance.

The successful candidate will be able to work under their own initiative, manage deadlines and keep accurate records. Essential to this role is the ability to maintain confidentiality.

The role is mostly home based so access to the internet and computer or laptop is required.

The main requirement of the role is to attend six Full Governing Body meetings per year which are held in the evening.

The post is for 60 hours per academic year, term time only. The role is paid on an annualised hours basis which means the successful candidate will receive the salary in equal monthly payments.

The start date will commence as soon as the pre-employment checks have been completed for the successful candidate.

Please email admin.office@ringwood-junior.hants.sch.uk to request an application pack. Tel 01425 473554.

The job description, role profile, equality monitoring form and application forms are also available on the school website.

Contact details:-

Office - 01425 473554 or email admin.office@ringwood-junior.hants.sch.uk

Closing date for applications – Friday 10th January 2025 at 5:00pm

Interview date – Thursday 16th January 2025

Start date – As soon as pre-employment checks completed

Salary Type – Support Staff

Salary Details – Support Staff Grade D. 60 hours per academic year pro rata. (FTE £25,628 - £28,326 depending on experience).

Ringwood Junior School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.