



CLERK TO GOVERNORS FOR STENBURY FEDERATION

Ref: CG1/18

STENBURY FEDERATION: Chillerton & Rookley Primary School
Godshill Primary School
Wroxall Primary School

Interim Executive Headteacher: Kirsty Wallace
Castle Road, Wroxall, Ventnor, Isle of Wight. PO38 3DP
Tel: 01983 852290.
Email: sbm@wroxallprimary.co.uk

Salary: Scale 6A - £3,476 per annum
Hours: 300 hrs per year

Start Date: 1st September 2018

From September 2018, the Governing Body of Stenbury Federation are seeking to appoint a Clerk to Governors who is professional, personable and efficient, with a genuine interest and preferably some experience in school governance.

Excellent administrative and communication skills with experience in minute taking are essential. The candidate would need a high standard of IT Skills and access to the internet at home. An outstanding positive attitude is essential with an interest in development and training and a flexible approach to working hours, as meetings will be held in the evenings.

Responsibilities will include working effectively with the Chair of Governors, Executive Headteacher and other governors to secure the continuity of governing body business and to advise on procedural and legislative matters to ensure the Governing body works to the legal framework required. An understanding of confidentiality is essential in this role. Tasks include the preparation and circulation of papers, attendance at meetings and minute taking, as well as keeping up to date with current educational developments and legislation affecting school governance.

We can offer a working environment where everyone is committed to excellence and continuous improvement, and the support of a friendly team of governors and staff across our federated schools.

Visits to the schools are welcomed, please contact the office in any of the schools.

For further information and an application pack please see 'Vacancies' on any of our school websites –

www.chillertonandrookleyprimaryschool.co.uk

www.godshillprimary.co.uk

www.wroxallprimaryschool.co.uk

Applications are being coordinated at Wroxall Primary School, so please return completed forms to sbm@wroxallprimary.co.uk or by post to Wroxall Primary School at the above address.

Interviews: Thursday, 12th July 2018

Closing date: Noon on Monday, 9th July 2018

The Isle of Wight Council is an equal opportunities employer and is proud to encourage applications from all cultures, backgrounds and abilities to better reflect the diversity within our local community. This council and its schools recruit according to the council's Safer Recruitment policy and are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

In addition to the above the Isle of Wight council is a Disability Confident Employer. This means that providing an individual meets the basic essential requirements of the advertised role and have declared themselves as disabled, they will be offered an opportunity for an interview within the council.

Please note that this role falls within the strategic partnership between the Isle of Wight council and Hampshire County Council. The employer will be the Isle of Wight Council and employment is on Isle of Wight terms and conditions. Hampshire County Council delivers on behalf of the Isle of Wight Council, all of its children's services functions and did so for an agreed period of five years from 1 July 2013, the original five year partnership arrangement under direction of the Secretary of State finished in 2018 but has been extended voluntarily by both local authorities for a further five years.