



### **St Mary's and St Joseph's Catholic Primary Schools - vacancy**

We are looking for an experienced Clerk to Governors to work across both primary schools from September 2024. (Hours of work are 2.75 per week for each school, 38 weeks per year)

The successful candidate will be able to remain impartial, maintain confidentiality and support the local governing board in all matters of school governance, taking accurate minutes from the meetings and provide all information required by the Plymouth CAST Board as requested through the Trust.

**Termly commitment:** 12 half termly Local Governing body meetings including planning meeting

The role is well suited to someone looking for flexible work around existing commitments or a part time role, which offers training, an induction programme, as well as ongoing development opportunities.

#### **We are looking for someone who:**

- Is happy to support the Catholic ethos of our school.
- Has excellent communication and interpersonal skills.
- Is self-motivated, exceptionally well organised.
- Flexible and a good team worker.
- Has a good working knowledge of Microsoft packages.
- Has experience of working in a school environment.
- Is proficient in working in a confidential and unbiased environment

#### **We can offer:**

- A welcoming school with a strong Catholic ethos
- A supportive staff team who genuinely want the best for our pupils
- A commitment to your own professional development

Visits to the schools are encouraged. To arrange a visit, please contact Amanda Hazell by email at [a.hazell@st.marys.poole.sch.uk](mailto:a.hazell@st.marys.poole.sch.uk).

***We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Disclosure is required for this post.***

Job reference: STMPO92024/STJP082024

Salary Range: 3-6 (Grade C) £ £11.59 to £12.38 per hour

Closing date: 3<sup>rd</sup> July 2024

Interview date: to be confirmed