

# **STOCKHAM PRIMARY SCHOOL**

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An opportunity has arisen for a

## **Clerk to the Board of Governors**

At Stockham Primary School in Wantage

Reporting to the Chair of Governors, the main responsibility of this role is to provide support to the Governing Body of this thriving school. Other tasks and responsibilities include providing procedural and regulatory guidance and, preparing and circulating agendas, taking minutes, handling correspondence as well as dealing with sensitive and confidential issues.

We are looking for an experienced and organised administrator with sound experience of writing agendas, taking minutes and/or note-taking.

The successful candidate must possess a professional manner, be a clear communicator with confident speaking skills, have a high level of literacy and be proficient in Microsoft packages as well as being flexible and able to juggle priorities simultaneously.

It is envisaged that working hours will be on a flexible basis, with most meetings being in the evening – either online or in school. Attendance will be required at our 6 Full Governing Board Meetings and some sub-committee meetings held throughout the year.

The Job Description and Person Specification is available on our website – <https://stockham.eschools.co.uk/web/jobs/373434>

Closing Date for Applications is:	Friday 20 <sup>th</sup> October
Shortlisted applicants will be invited to attend an online interview on:	Friday 3 <sup>rd</sup> November 2023 (pm)
Salary Grade	8 (£13.18- £14.63 per hour)
Hours	Approximately 95 hours per year including attendance at meetings (virtual and face-to-face) and preparation and follow-up of meetings and other administrative tasks

*At Stockham School we are committed to inspiring, challenging and safeguarding our students and enabling them to become:*

- *Successful learners who enjoy learning, make progress and achieve*
- *Confident individuals who are able to live safe, healthy and fulfilling lives*

*Responsible citizens who make a socially and economically positive contribution to society*

*We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school. All concerns are passed through the member of staff who*

*is trained as 'Designated Child Protection Officer' in school in compliance with the 'sharing of information' guidance.*