

ALL SAINTS' CHURCH OF ENGLAND PRIMARY SCHOOL

Dogsthorpe Road, Peterborough PE1 3PW Telephone: 01733 563688

Headteacher: Mr N Brompton

Deputy Headteacher: Mr D Roberts

Email: reception@allsaints.peterborough.sch.uk

Website: www.allsaints.peterborough.sch.uk

Loving to learn, learning to love



Clerk to Governors Required

7 hours per week

Tuesday evenings 5:30pm – 8:30pm and Wednesdays in school for the remaining hours with the possibility to undertake some clerking duties from home.

This is a permanent postpaid on a SCP 4 £23114 - £24294 Pro rata. (£11.98 - £12.59 per hour). Term time only. Pay correct at the time of writing.

The role of Clerk is to prepare for, attend and minute governors' meetings, in addition to delivering a full administrative and advice service to Governing Bodies in schools.

The roles are well suited to individuals looking for flexible work as a part time role.

Full training, including an induction programme and mentor as well as ongoing networking and development opportunities provided.

Successful applicants ideally bring experience of administration, knowledge of school governance, organisational skills and being able to work autonomously, managing your own workload and deadlines.

Our school is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. A Disclosure and Barring Service Check is required for all successful applicants, together with two employment referees.

If you are interested, in applying please go onto the school website and download the application form.

Please send completed form to the school by email: office@allsaints.peterborough.sch.uk

Alternatively, pop into the school office and ask to speak to Mrs Davies

CV's WILL NOT BE ACCEPTED

Closing date: 10th May 2024

Interviews from week commencing 20th May 2024

Start date: As soon as possible.