



Clerk to the Board of Governors

- Are you interested in supporting a local Church of England School and engaging with the community?
- Do you have basic administrative skills, good minute writing ability and an eye for detail?
- Would you like to gain new skills in a flexible, varied and interesting role?

Thrussington CE Primary School has a vacancy for a clerk to support the governing body from 20th April 2021.

The Full Governing Board meets in the evenings either virtually or at the school 6 times every year, although should circumstances dictate there may be a requirement for additional meetings. Preparation and follow up, as well as other duties related to the governing body's operation will be required and can be done from home.

We are interested in receiving applications from experienced clerks but would be happy to hear from anyone who may not have clerking experience and would like to train as one, as over time, we can offer full training for this role.

To find out more about Thrussington CE Primary School please visit our website. To obtain an application form, job description and person specification please email office@thrussington.leics.sch.uk.

Applications to be sent to the Chair of Governors of Thrussington CE Primary School, setting out how you would suit us, including contact details of two referees and the closing date will be 31st January 2021. Interviews will be planned for the 12th February 2021 and it is important that all relevant information is provided in time. References may also be taken up before then.

Thrussington CE Primary School is a Church of England academy and is committed to safeguarding and promoting the welfare of all children. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. Thrussington CE Primary School is an equal opportunities employer.