

Norths Wold Federation

(Market Rasen C of E Primary School and Nettleton CP School)

Clerk to the Governing Body 4 hours per week

Salary: Grade 4 Point 9 - 12 (£17,419 FTE)

The Governing Body of the North Wolds Federation are looking for a reliable, efficient and effective clerk to join our team. The successful applicant will be required to attend all Full Governing Body Meetings and Committee meetings. You will work closely with the Chair of Governors, Head Teacher and together with other Governors, Staff and relevant Diocesan/LA personnel to ensure that all paperwork for School Governance is appropriately maintained.

**We are looking for a person to:**

- Provide proactive support with agenda setting, including the production of a draft agenda for each meeting.
- Issuing the agenda and all the supporting paperwork.
- Attendance at meetings to take minutes and provide advice on governance issues, when required.
- The preparation, amendment and issuing of the minutes.
- Provide advice to the governing body on governance, constitutional and procedural matters.
- General administrative support for the governing body.
- The clerking of any additional meetings.
- Understand and abide by the confidential nature of the role at all times.

Applicants will need to be conversant with general IT, as most of the communication is via email and cloud-based shared storage.

The North Wolds Federation is a thriving, successful, popular and friendly federation of schools on the edge of the Lincolnshire Wolds, with delightful children, a dynamic staff and supportive parents and governors. Market Rasen CE Primary is the larger school with 290 pupils, and Nettleton Community Primary, is a village school with 77 pupils.

If you are interested this positions please contact the school office on 01673 842395 or e-mail [gemma.hall@marketrasen.lincs.sch.uk](mailto:gemma.hall@marketrasen.lincs.sch.uk). Visits to either school would be warmly welcomed and are encouraged.

Closing Date at Noon on Wednesday 7 March 2018

Interviews will be held week beginning 12 March 2018

**Our Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The posts are subject to enhanced Disclosure and Barring Service (with daily update service), barred list check and verified references.**