



West Sussex County Council
Thomas A' Becket Infant School

Pelham Road, Worthing, West Sussex, BN13 1JB



Headteacher: Mrs A Dingwall **Deputy Headteacher:** Miss C Wade
SENDCo / Inclusion Manager: Mrs T Bourne **School Business Manager:** Mrs C Foot

Office: 01903 235386

Email: office@tabinfant.org.uk

Website: www.tabinfant.org.uk

Vacancy

Clerk to Governors

Job Summary

Salary	Grade 4, currently £13.65 - £13.87 per hour (including enhancement for annual leave entitlement, depending on experience).
Location	Thomas A'Becket Infant School
Address	Pelham Road, Worthing, BN13 1JB
Website	www.tabinfant.org.uk
Email	vacancies@tabinfant.org.uk
Telephone No	01903 235386
Required From	July 2024
Contract	Casual – approximately 3-5 hours per week during term time

Job advertisement

Thomas A' Becket Infant School is a very large, friendly Infant School with 540 children on roll. An exciting opportunity exists for an experienced, efficient and well organised person to join our busy school.

The Governors are looking to appoint a casual, part time, Clerk to Governors to perform a critical role, working closely with the School, the Governing Body and the Headteacher. The Clerk will be accountable to the Governing Body and will be responsible for advising the Governing Body on constitutional matters, duties and powers and will work within the broad current legislative framework.

The Clerk will maintain all the necessary records, correspondence and communications for the Governing body, ensuring appropriate administrative and regulatory procedures are undertaken. He/she will also secure the continuity of Governing Body business and observe confidential requirements.

The successful applicant is likely to be an experienced secretary / administrator / note taker with an outgoing and friendly personality, and a positive attitude to work. They must also be able to demonstrate excellent organisational and note taking skills, with the ability to maintain concentration during lengthy meetings and produce accurate and concise minutes. They must have highly competent IT skills, excellent attention to detail, be able to work independently and under pressure, and maintain the strictest level of confidentiality of matters discussed at meetings. Knowledge of how schools and Governing Bodies operate would be an advantage along with previous experience of similar work.



The post holder is also required to oversee the administration of all school policies, ensuring all are up to date and reviewed by the appropriate person(s) ahead of the review date.

There are approximately 6 meetings per year, usually held in the evenings, plus preparation, ad-hoc additional meetings and planning time. Hours of work will therefore be 3-5 hours per week, term time only, approximately. The successful candidate would need to be willing to work flexible hours due to the variable workload.

More detailed information about our school can be found on our school website www.tabinfant.org.uk. You will be able to gain a better understanding of the size of the school and read recent newsletters to get an update on our latest news.

Thomas A Becket Infant school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and this post is subject to DBS and pre-employment checks.

West Sussex County Council meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. Please note, because of the nature of this job, if you are successful in your application, you will be subject to an Enhanced Disclosure and Barring Service check. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

Candidates invited to interview should be aware that relevant criminal convictions and other associated information will be discussed at the interview in order to assess job-related risks.

Please complete the attached application form including a letter of support not exceeding two sides of A4 paper and email them to: vacancies@tabinfant.org.uk.

Closing date for applications is: 9:00 am Wednesday 5th June 2024*
Interviews will be week commencing: 10th June 2024*

* We reserve the right to bring forward either of these dates for suitably qualified applicants (either by qualification or experience)

