

Wellesley Park Primary School
Homefield, Wellington, Somerset, TA21 9AJ
Tel: 01823 664876 Email: office@wellesleyparkschool.com

Job Title: Clerk to Local Governing Committee
Location: Wellesley Park Primary School, Wellington
Pay Grade: NJC Point 12 (FTE £24,496) pay award pending
Actual Salary: £726.96 per annum
Hours of Work: 50 hours per year worked over term time (38 weeks pa)

This is an exciting opportunity for a motivated and enthusiastic individual to join our school providing advice and guidance to the local governing committee (LGC) on governance, constitutional and procedural matters.

We are looking for someone who has knowledge of school systems, structures, accountability and funding as well as governance legislation, procedures and regulations and can deliver high standards of administrative support. Working closely with the Chair of Governors, Headteacher and Trust's Governance Professional, you will play a key part in supporting the efficient and effective functioning of the LGC as well as guidance to ensure the committee is properly constituted.

You will have experience of working in the education sector and will be a highly organised person with good IT skills who is able to manage time well to meet deadlines. The ability to minute take effectively with a high level of accuracy is essential. You will also be an excellent communicator, both verbally and in the written form as well as being able to relate well to others to build effective relationships.

You will be able to work flexibly to meet the needs of the role, including attending evening meetings. We are looking for Clerks across the Trust and therefore there is the possibility that the successful candidate could carry out this role for more than one of our schools.

We can offer a competitive salary, a Local Government pension, a term time only working pattern, free onsite parking. We encourage our staff to broaden their skills and knowledge through continuous learning and development.

See the job description for a full breakdown of the role and responsibilities.

For more details and to apply please visit - [Vacancies at Blackdown Education Partnership](#)

Closing Date: 9am 6th December
Interview Date: 11th December

Disclosure and Barring Service Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service.