

CLERK TO GOVERNORS ADVERT



Post: Permanent Clerk to Governors

Address: Lowther Endowed School & Little VIPs Day Care
Hackthorpe
Penrith
Cumbria
CA10 2HT

Salary: BS5: £26,847 per annum pro-rata (£13.92 per hour)

Start date: As soon as possible thereafter (Rolling advert)

Hours: The role is for 76 hours per annum, which equates to approximately 2 hours a week for the 38 weeks of the school year (term time only). The role is flexible but will cover approximately 12 meetings a year.

Job description: To advise the Governing Board on governance, procedural and constitutional matters; manage memberships; administer meetings; maintain appropriate records and manage information, in line with relevant legislation, guidance and best practice.

The Governing Board of Lowther Endowed School & Little VIPs Day Care wish to appoint a high-quality Clerk to provide the Governing Board and its committees with administrative support and guidance. The successful candidate will advise the Governing Board on governance, procedural and constitutional matters; manage memberships; administer meetings; maintain appropriate records and manage information, in line with relevant legislation, guidance and best practice.

They will be reliable, flexible and able to attend meetings of the Governing Board and its committees held during the term time in the evenings.

Applications are invited from suitably qualified or experienced individuals who have excellent listening and oral and written communication skills as well as good ICT skills.

This role is permanent, subject to a probationary period.

For further details and an application form, please email: Alice Vince, Chair of Governors at alice.vince@lowther.cumbria.sch.uk

The school is an equal opportunities employer, committed to the principles of child protection, safeguarding and safer recruitment and to promoting the welfare of children and young people. All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#).

Please return completed application form with and a covering letter summarising your skills, abilities and experience to support your suitability for the post to Michelle Clark at head@lowther.cumbria.sch.uk. Please note that CVs will not be accepted.

This is a rolling advertisement.