

# Job Vacancy in West Pinchbeck

## **Clerk to the Governing Body**

*St Bartholomew's CE Primary School, Leaveslake Drove, West Pinchbeck,  
Spalding, Lincolnshire PE11 3QJ*

**Salary: G4 point 12 c£10.45 per hour**

**Starting date: 1 January 2019 – 60 hours per year**

Are you well organised and self-motivated? Do you have experience of taking minutes at meetings?  
Would you be available mostly for evening meetings?

### *Main Duties*

- Maintaining accurate records of the Governing Body; preparation and timely distribution of agendas and associated paperwork
- Taking minutes at full Governing Body meetings six times a year
- Advising on procedural, legal, and constitutional matters; and policy maintenance and distribution
- Meetings are usually held on a Thursday evening. IT competence is essential.

Training and support will be provided. Experience of school life and how governing bodies operate would be an advantage but not essential.

**For more information and an application pack please contact Mrs Justine Waine (Senior Administrator) by emailing [Justine.waine@stbartholomews.lincs.sch.uk](mailto:Justine.waine@stbartholomews.lincs.sch.uk)**

Telephone: (01775) 640357

Website: [www.stbartholomews.lincs.sch.uk](http://www.stbartholomews.lincs.sch.uk)

**Closing date for applications: Friday 30 November 2018.**