

Clerk to the Local Board of Governors

Self Employed: Pay negotiable depending on experience.

Location: Gulval and / or Newlyn School

Gulval and Newlyn Schools are seeking a Clerk to governors to work with them on a self-employed, part-time consultancy basis. The ideal candidate will provide advice on governance, constitutional and procedural matters, and manage the administration of six meetings per school year for each school. The Clerk will need to be self-motivated, pro-active, possess excellent literacy skills and work well with School Governors to meet deadlines.

Candidates with the ability to accurately minute a meeting would be considered a good starting point. Additional training can be given from within the Academy Trust on knowledge specific to School governance.

If you would like to find out more about this role or arrange a visit to our happy schools please don't hesitate to contact Paul Baker, Gulval School Headteacher via email at pbaker@gulval.tpacademytrust.org or Lauren Connolly, Newlyn School Headteacher via email at lconnolly@newlyn.tpacademytrust.org.

For a full job description please visit the TPAT website www.tpacademytrust.org, or school website www.gulvalschool.org.uk or contact Penny Nicholls via email at pnicholls@gulval.tpacademytrust.org.

Start date: As soon as possible.

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