



Challenge, Inspire, Achieve

## **Colebrook Infant Academy**

**Towcester Road**

**Swindon**

**Wiltshire**

**SN3 4AS**

**Tel: 01793 331960**

**Headteacher: Mrs C Hodgkinson**

[www.colebrookinfants.co.uk](http://www.colebrookinfants.co.uk)

### **Clerk to Governing Body required for our small and friendly Infant Academy**

#### **Permanent**

L Scale - point depending on experience (£19,092 to £22,161 FTE) - Actual salary range £919.98 to £1,067.87 per annum - 2.1 hours per week for 39 working weeks of the year (paid for 44.27 including holidays)

We are looking for an experienced and enthusiastic Clerk to Governors to support our Governing body. Experience of working for an academy is desirable.

#### *We would like you to*

- Have good experience of Clerking for an Academy Governing Body
- Be available for all Governor meetings (normally 6 times per year), including preparation and setting of agenda's and minutes, and distribution of these within timescales
- Share relevant information relating to the Academy sector with the Governing board including the use of Governor Hub online portal
- Liaise with Headteacher, Bursar, Governor Support and Governing Body members to induct new Governors and evaluate the effectiveness of the Governing Body
- Be flexible, reliable and well organised
- Communicate effectively and appropriately

Colebrook Infant Academy Governors are a friendly, professional and dedicated team and are committed to offering professional development

Closing date for applications is midday on 15<sup>th</sup> October 2018

Short listing will take place that afternoon.

Interviews will be held on Wednesday 24<sup>th</sup> October 2018 between 10am and 12midday.

Visits to the school are warmly encouraged.

The school is situated within easy access to the A419 and junction 15 of the M4.

Please contact Mrs Cottrell in the school office to book an appointment or if you have any questions.

**Colebrook Infant Academy is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. This post will be subject to satisfactory enhanced DBS disclosure and other background checks.**

**Data protection - please read our Privacy Statement which explains how your data will be processed. This is provided as part of the application pack.**