



Stockcross CE (VA) Primary School

Chapel Road • Stockcross • Newbury • RG20 8LD
www.stockcrossschool.org.uk



Welford & Wickham CE (VA) Primary School

Welford Road • Wickham • Newbury • RG20 8HL
www.welfordandwickham.org.uk

STAFF VACANCY

Clerk to the Governing Board – Kite Primary Federation

Start Date: Immediate start
Contract Type: Permanent. Four hours per week pro-rated. Meetings term time only.
Salary Scale Grade E - £22,369 - £24,496

The Kite Primary Federation, incorporating Stockcross and Welford and Wickham Church of England Primary schools, is looking to appoint a governance clerk. This is an exciting opportunity within our governance team to use your admin skills to join a friendly group of governors working to support two lovely village schools. The successful candidate will have excellent communication, interpersonal and organisational skills, and be able to work independently and organise their own time whilst working to strict deadlines. Because of the nature of this role, discretion and confidentiality are vital.

The role will include finalising agendas, organising paperwork, producing minutes and providing advice to governors on procedural and legislative matters in accordance with our governance approach and relevant statutory guidance and policy, under the guidance and support of the West Berkshire Governance Co-Ordinator.

You may already be an experienced Clerk looking for a new challenge of working for a Federation or have capacity for extra hours? You may have relevant administrative and organisational skills and be keen to take on a clerk's role by investing your time in retraining?

A flexible approach to working hours is essential as the role involves some twilight/evening meetings, which tend to cluster in certain weeks of term. Clerks are based at home and a laptop will be provided to undertake this role. Governance Clerks are however required to attend six meetings annually of the Full Governing Board where these are held in person (these are held each half term dates agreed a year in advance). In addition, a number of sub-committee meetings are held which may be in person via Teams termly. There are opportunities for additional hours in order to meet the governance needs of the Federation.

For further information, to arrange an appointment or to obtain an application pack, please contact the school office on 01488 608356 or email hrkite@kpf.org.uk

The Kite Primary Federation is committed to safeguarding and promoting the welfare of children and young people, and expects all its staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service check.