



Head Teacher: Mr. A. Mitchell

Clerk to Governors

Grade 6 (pts 15-20) £23,541 – £25,991 pa pro rata (actual pay £1149 - £1269)

The Governors of Glenfall Primary School are looking to appoint an organised and efficient clerk to the Governors.

The Clerk is required to work 80 hours per year, equivalent of 2.1 hours per week for 38 weeks a year. Then additional duties may be claimed. We typically have 10 meetings a year consisting of full governor meetings and committee meetings, these are currently held in the evenings. Communication and meetings may be by phone, email, virtual or held at school, depending on the needs of the school.

Knowledge and experience of school governance would be preferable but training is available for the right candidate. Applicants must possess a high standard of English, be computer literate and be able to work unsupervised. No prior experience of schools is required but candidates will be expected to be confidential and understand the requirements of Safeguarding.

More information and an application form can be found on our school website www.glenfall.gloucs.sch.uk If you would like to look around the school please arrange a time with the school office.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.

A. H. Mitchell

Anthony Mitchell
Headteacher



Glenfall Community Primary School
Glenfall Way, Charlton Kings, Cheltenham, Gloucestershire GL52 6XZ