



Highwood Primary School,
Fairwater Drive,
Woodley,
READING,
Berkshire.
RG5 3JE

Tel: 0118 926 5493

**Clerk to Governing Body
£975 per annum
Grade 4 scp 11**

The Governors are looking to appoint a Clerk to provide the governors with efficient and reliable administrative support.

Would suit someone with strong IT and good organizational skills. Excellent verbal and written communication skills is a must, along with maintaining Confidentiality at all times.

Training will be provided.

Hours of work will vary according to the meeting schedule, but likely to be attending approx. 3 meetings per term with pre and post meeting admin. The role offers good flexibility with the ability to work from home. Meetings may be using Microsoft teams (online) or face to face, during the term time only.

Salary will be paid at 2 hours per week, term time only although hours worked will be adhoc.

To find out more about our school please visit www.Highwood.wokingham.sch.uk Visits to the school are warmly welcomed and encouraged, this may be using a web conferencing application due to current coronavirus restrictions.

Further details and an application pack can be obtained from Mrs Cindy Edwards, School Business Manager, please telephone to discuss the positions and request an information pack on 0118 9265493. Applications will be considered upon receipt. If successful you will be contacted to confirm the interview date.

This School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. An Enhanced DBS will be sought from the successful candidate