



Vacancy

Clerk to the Governing Body - Cockermouth School

Cockermouth School Academy is a high performing, truly inclusive comprehensive school located in a beautiful part of the country on the edge of the Lake District National Park, and is in the heart of its community.

To continue the drive for improvement the school are looking to appoint an experienced individual to work with the Governing Body.

This would be a great opportunity for an experienced clerk to join a high performing team and play a key role in the development and support to the school.

We would also consider someone who is keen to develop in this area as a range of professional development training would be provided.

Key duties include:

- ensuring the continuity and effectiveness of the governing board, by providing high quality confidential administrative support and working within the legislative framework;
- acting as Clerk for Full Governing Body Meetings, Finance Sub-committee and other Sub-Committees as needed; to act as Clerk for a range of other external governance meetings as and when they arise;
- advising governing board on constitutional/procedural matters, duties and powers, ensuring compliance with governance legislation and recommending good practice.

We are ideally looking for someone with:

- knowledge of school governance requirements and the Academies Financial Handbook.
- ability to handle/interpret sensitive/confidential information with tact and diplomacy.
- sound understanding of/ability to interpret regulations regarding the responsibilities and authority of school governing boards.
- ability to communicate with governors and education professionals including Head teachers on a regular basis.
- experience of writing agendas and accurate concise minutes.
- the ability to maintain efficient record keeping systems.
- excellent word-processing and emailing skills.
- excellent organisational skills.
- ability to work flexible hours including evening work.

Salary: Either £9.81 or £10.21 per hour depending on experience. Role is notionally based on 150-180 hours work per annum

Location: there will be a mix of working in school and from home, to be agreed following appointment.

The role would also be subject to DBS and relevant Safeguarding checks.



Further details, including a more detailed role and person specification can be obtained by emailing Mrs Susan Cameron at camerons@cockermouthschool.org.

If you are interested in the role and believe you are able to make a contribution then please send a current CV and covering letter explaining why you believe you would be suitable for the post and sharing relevant experience to Alan Rankin, Vice Chair of Governors via email rankina@cockermouthschool.org.

Closing date for applications is 12th November 2021.

Interviews will be arranged shortly after the closing date.

Anyone who wants an informal discussion about the post please contact our Chair of Governors Mr Andy Ward via email on warda@cockermouthschool.org.