



Purley Primary School

Purley Village, Purley on Thames, RG8 8AF

Required for September 2019

We are looking to appoint a

Clerk to Governors

Approximately 170 hours per annum

Pay Grade E £11.36 - £12.55 per hour (Depending on experience)

Are you:

- an efficient and effective administrator,
- highly organised, confidentiality aware and able to keep to deadlines,
- an effective communicator with strong literacy, numeracy and IT skills,
- able to work flexibly, at home as well as at school?

Would you like to:

- work alongside a committed, professional governing body and staff,
- develop a career that supports our flourishing school,
- make a difference to the lives of young minds?

**Then we might have the job for you at our school where we
“learn to love, love to learn”!**

Knowledge and experience of school governance and the education sector is highly preferable but not essential. Clerking support and training will be available.

Closing date: 12pm Thursday 29th August 2019

Interviewing: Thursday 5th September 2019

Further details are available from our website:

www.purleyprimaryschool.co.uk

Tel: 0118 9842384, Email: recruitment@purley.w-berks.sch.uk

Visits to the school are welcomed

Our School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

We are committed to securing genuine equality of opportunity in all aspects of our activities as an employer and education provider.