



Broadlea Primary School

Newport Road, Lake, Sandown, Isle of Wight, PO36 9PE

Tel: 01983 402403

Email: admin@broadleaprimery.co.uk

Website: www.broadleaprimery.co.uk

Headteacher: Mrs Sharon Freeley

Post:	Clerk to Governors
Hours:	260 hours per year
Contract:	Permanent Hays Grade 6A £19,520 Pro rata
Required for:	As soon as possible

Broadlea Primary School is a two-form entry, community school on the southeast coast of the beautiful Isle of Wight. At Broadlea we have high expectations of all pupils and pride ourselves in striving for high attainment within a happy, safe, positive and caring environment.

The Governing Body are seeking to appoint a Clerk to the Governors who is professional, personable and efficient, with a genuine interest and preferably some experience in school governance.

Candidates will need to possess excellent administrative and communication skills, with experience of minute taking. They will also need excellent IT skills, be confident in the use of Microsoft Word, Excel and email and have access to a computer and the internet at home. They must also have a positive attitude to personal development and training and have a flexible approach to working hours.

Responsibilities will include working effectively with the Chair of Governors, Headteacher and other Governors to secure the continuity of governing body business and to advise on procedural and legislative matters to ensure the Governing Body works to the legal framework. An understanding of confidentiality is essential for this role. Tasks include the preparation and circulation of papers, attendance at meetings and minute taking and keeping up to date with current educational developments and legislation affecting school governance.

In return, we can offer a working environment where everyone is committed to excellence and continuous improvement and the support of a friendly team of staff and Governors.

If you would like the opportunity to join our school then we would be delighted to hear from you. Visits to our school are welcomed; please contact the school office to arrange an appointment.

This council and its schools recruit according to the council's Safer Recruitment policy and are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This School is an equal opportunities employer and welcomes applications from all sections of the community.

Please note that a strategic partnership between the Isle of Wight Council and Hampshire County Council is currently in place. Your employer will be the Isle of Wight Council and employment is on Isle

of Wight Council terms and conditions delivered through delegated employment powers to the school's Governing Body. However, Hampshire County Council delivers, on behalf of the Isle of Wight Council, all children's services functions, for a period of five years from 1 July 2013. Accordingly Hampshire County Council is responsible for providing challenge and support to Isle of Wight schools on behalf of the local authority.

Visits to the school are welcomed. Please contact the school office on 01983 402403 to arrange a visit or speak to the Headteacher who will be happy to discuss the post.

Application packs are available through the school website at www.broadleapprimary.co.uk

Completed applications should be returned to the school or sent via email to admin@broadleapprimary.co.uk

Closing date: Friday 18th January 2019

Interviews: Monday 21st January 2019

Broadlea is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.

This School is an equal opportunities employer and welcomes applications from all sections of the community.