



Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

Clerk to the Governors

Required from September 2020

A highly motivated and efficient Clerk to the Governors is required as soon as possible. The successful candidate will have excellent organisational and administrative skills & be able to communicate effectively. Duties to include preparing and circulating agendas, taking minutes, record keeping for the Governing Board, handling correspondence and dealing with sensitive and confidential issues. Attendance will be required at Full Governing Board and Committee Meetings (approximately 5 per term), which start at 6pm – usually on a Wednesday evening. Access to the internet is essential & candidates should have good IT skills. The clerk will be paid for 5 to 8 hours per week during term time and the hourly rate is currently £11.60.

It is important that the post is filled by someone who is in sympathy with and supports the Christian ethos of the School.

The School is committed to safeguarding and promoting the welfare of young people and the successful applicant will be required to undertake a DBS (Disclosure and Barring Service) check .

Job description and person specification is available from the school office patoheadteacher@archten.croydon.sch.uk and on the website www.archten.croydon.sch.uk

Applications should be sent by email to Mr Richard Mash, Chair of Governors. Archbishop Tenison's School, richard@mashes.co.uk

Deadline for applications is 10am on Friday 4th September 2020