

PARKSTONE GRAMMAR SCHOOL

"Outstanding in all areas" Ofsted 2017

Headteacher: David Hallsworth

Sopers Lane, Poole, Dorset, BH17 7EP.

Tel: 01202 605605

www.parkstone.poole.sch.uk

e-mail: vacancies@parkstone.poole.sch.uk

Required as soon as possible, a rare opportunity has arisen to join our hardworking and committed team of Support Staff at this outstanding 11-18 selective girls' school which has an excellent academic reputation.

CLERK TO THE GOVERNORS'

Scale F, Points 12 – 17

Actual Salary: £3,289.54 - £4,259.93 gross per annum

8 hours per week, flexible working will be required

38 working weeks per year - term-time only to include attendance to evening Governors' meetings (further details of these meetings will be given upon appointment).

The primary role of the Clerk to the Governors' is to provide a clerking service to the Full Governing Body of the school including minuting of meetings offering, procedural advice and administration of all necessary procedures.

Candidates should apply for this post by school application form only. An application form and full job details may be downloaded from the school website or an application pack may be obtained by telephoning the school office or e-mailing the school.

Closing date: 9.00am on Tuesday 15th October 2019

Interviews to be held the week commencing 21st October 2019

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. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. The school is also committed to a policy of equal opportunity.