



# Verulam School

"The Goal is Excellence"

## Clerk to Governing Body Verulam School

5 hours per week during term time

Remuneration £3,500 p.a.

Start date to be negotiated

Term time only

**Responsible to:** School Business Manager

Verulam School is seeking an energetic and confidential clerk to work with the Governing Body. You will work under the direction of the Chair of Governors and Headteacher. Duties include clerking up to 5 meetings per half term. Committee Meetings are scheduled at 4.00pm or 4.30pm whilst Full Governing Body takes place at 7.00pm. There are also occasional early morning meetings.

We are looking for someone with excellent administrative and communication skills who can demonstrate the ability to maintain confidentiality.

Verulam is a high achieving boys' school with a mixed Sixth Form, which forms part of the highly successful BeauSandVer consortium.

The school has good GCSE and A Level results and achieved a Progress 8 score of +0.24. It was judged to be a Good school in all categories by Ofsted in October 2018.

Verulam School is a member of the Alban Academies Trust, together with Sandringham and Ridgeway schools. We work in a multi-academy trust to share best practice, deliver joint training, promote the highest of expectations and raise achievement for all students. Our motto is 'Educational Excellence for Everyone'. The Trust offers significant opportunities for career development of staff at all levels within our organisation.

Verulam School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If you wish to have an informal tour or discussion prior to application, please contact Kelly Bonass, Head's PA, on [kelly.bonass@verulam.herts.sch.uk](mailto:kelly.bonass@verulam.herts.sch.uk) or on 01727 754102 for further details of the post.

Closing Date: 8<sup>th</sup> November 2019

Interviews: Week commencing 11<sup>th</sup> November 2019



Verulam School, A member of Alban Academies Trust. Registered address: The Ridgeway, St Albans, Hertfordshire AL4 9NX. A charitable company limited by guarantee registered in England and Wales (company number: 07523557)



