**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:** SchoolBusiness 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.

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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: 5th October 2020

Interviews: Week commencing 12th October 2020