



## Joint Job Vacancy for a Clerk to Governors at South Molton Community College and South Molton United C of E Primary School



Minimum 6 hours per week per school (12 hours with both schools).  
May be required to do extra hours at busy times.

£10.41 - £11.50 per hour depending on experience

Both schools are looking for a new admin member to join their teams and support the work of their Governors. Candidates must have sound administration experience and be competent in the use of ICT, email and internet and have access to a suitable computer. This post is home based but will require an ability and willingness to visit the schools to deal with admin tasks in addition to attending meetings. You should have an interest in education, be tactful, flexible and able to deal with matters confidentially.

Main duties include: -

- Arranging meetings and sending out agendas
- Taking accurate minutes
- Liaising with Governors and Governors Services on various matters
- Circulating and updating policies
- Attending appropriate training relating to the post
- Supporting the induction of new Governors and guiding the Governing Bodies on procedural matters

Although the role is being advertised jointly the schools run independently, so the successful candidate will have a separate contract with each school.

For an informal discussion please contact Mr Simon Walker, SMCC Business Manager, on 01769 572129 or e-mail: [recruitment@smcc.devon.sch.uk](mailto:recruitment@smcc.devon.sch.uk) or Hannah Cumings, SMUPS Business Manager on 01769 572656 or email [admin@smups.devon.sch.uk](mailto:admin@smups.devon.sch.uk)

For further details and an application form visit the vacancies section on the schools' websites

[www.smcc.devon.sch.uk](http://www.smcc.devon.sch.uk)

[South Molton United CofE Primary School - Vacancies \(smups.devon.sch.uk\)](http://South Molton United CofE Primary School - Vacancies (smups.devon.sch.uk))

Interviews will be held jointly, and candidates only need to complete one application form, which should be sent to either [recruitment@smcc.devon.sch.uk](mailto:recruitment@smcc.devon.sch.uk) or [admin@smups.devon.sch.uk](mailto:admin@smups.devon.sch.uk). If you wish to be considered for only one of the posts, or can only offer fewer hours, please specify this on your application form.'

**Closing date of 9.00am 28<sup>th</sup> February 2022.**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. You will be required to undergo an enhanced DBS check.