

CLERKS TO GOVERNORS

Part-time, home-based £12.24 - £12.43 per hour

We're looking for organised, committed individuals to join us as part-time Clerks to the local governing bodies of ODST schools.

ODST is a multi-academy trust of 33 schools across Oxfordshire and Berkshire. Clerks play an important, valued role in supporting the work of our governors, who help ensure our schools provide the best possible education for pupils.

What the role involves:

- preparing agendas and papers for Local Governing Body meetings
- attending meetings and producing minutes
- liaising with the Chair of Governors and Headteacher.

We're looking for people with:

- strong organisational, administrative and communication skills
- the ability to prioritise workload and to work on own initiative.

Training and support will be provided.

For further information
please contact :

**Julian Hehir,
Governance Support Officer**

Julian.hehir@oxford.anglican.org

07802 880220

Hours: Governing body meetings take place six times per year and require around nine hours work per meeting. Additional hours also available.

Location: Home-based, plus attendance at evening meetings. Wherever possible we will try to match you up with a school relatively close to your home.

Salary: £12.24 - £12.43 per hour

