



# ST THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL



Ward Avenue, Grays, Essex RM17 5RW  
Telephone: 01375 375826

## Clerk to Governors (Part-time)

Start Date: 1<sup>st</sup> September 2024

The Christus Catholic Trust and the Local Governing Committee of this vibrant and successful school, wish to appoint an experienced and independent part-time Clerk to Governors.

The successful candidate will be responsible for:

- Preparing agendas in consultation with the Headteacher and Chair of Governors
- Taking and writing up the minutes at Governors' meetings
- Issuing documentation and other information in association with the Brentwood Diocese to the Governing Body. The Clerk will need to become familiar with the DfE Governance Handbook and provide accurate advice to Governors as necessary.

Role

- You will offer your services as an independent clerk, covering the termly Governing Body FGB, admissions and committee meetings, and any other special meetings that arise
- Maintain and keep a list of membership details and governor responsibilities
- Keep an attendance record
- Inform the Diocese of any changes to membership
- Keep up to date with the current educational developments and legislation affecting school governance

In addition, you will:

You will seek out information from the Essex Clerks' Association and National Governance Association website each term, to ensure that you keep your knowledge up to date.

At the outset of the agreement you will meet with the Chair of Governors/Headteacher to agree expectations of the role.

Pay - You will be paid at a fixed rate per meeting

You will be expected to keep a log of your fees in order to process payment and to enable us to process your claim for professional work undertaken. Claims for professional fees and expenses should be claimed at the end of each meeting cycle.

You will operate as a self-employed person for tax purposes and will notify the school of your URN (Unique Reference Number).

**To apply: Please email a Letter of Interest/CV to:  
hr-pa@stthomasofcanterbury.thurrock.sch.uk**

**Deadline: 14th July 2024**