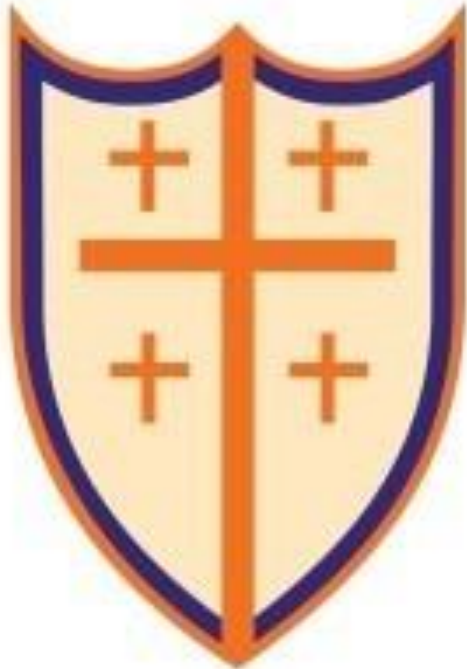




**BERKSHIRE SCHOOLS
TRUST**



Clerk to Governors

New Christ Church Primary School, Milman Road, Reading RG2 0AY

Applications considered upon receipt

- Working Pattern: Variable, 15 - 20 hours per month, term time only. Evenings required
- Start Date: September 2020
- Salary: RG5 SP22 £13.20 per hour (Timesheet basis)

The Clerk to the Governors will:

- Provide a advice to the governing body on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regard to exercising the governing body functions:
- Provide effective administrative support to the governing body and its committees.
- Ensure the governing body is properly constituted
- Manage information effectively in accordance with legal requirements
- Effectively administer meetings



To request an application pack, please email **Natasha Kirby, Trust Operations Manager** hradvisor@berkshireschoolstrust.org or download from www.berkshireschoolstrust.org

The Berkshire Schools Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. An enhanced DBS will be sought from the successful candidate.