

Caer Graig
Radyr
Caerdydd
CF15 8RD



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Radyr
Cardiff
CF15 8RD

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Role: Clerk to the Governing Body
Salary: £1,500 per annum

Bryn Deri Primary School is seeking to appoint an enthusiastic and highly motivated Clerk to the Governors to provide advice to the Governing Body on governance, constitutional and procedural matters. This is an exciting opportunity for an excellent Clerk to work to support our inclusive and welcoming Governing Body in the strategic management and development of our school.

The successful candidate will be responsible for:-

- Preparation, typing and distribution of agendas and associated paperwork
- Accurate taking of and typing of minutes at six Full Governing Body meetings and nine Committee meetings per academic year, as well as any working parties as required
- Maintaining accurate records of the Governing Body and its membership
- Advising the Governing Body on procedural issues and constitutional matters

Knowledge of how schools and governing bodies operate would be an advantage along with previous experience of similar work, but training will be given.

Bryn Deri is proud to be a happy, caring and fully inclusive school at the heart of the local community in Radyr and Morganstown. We aim to provide a safe and stimulating learning environment, and pride ourselves on our broad and balanced curriculum and high standards of teaching and learning. In partnership with pupils, staff, parents and the local community, the governing body endeavours to step out of the ordinary to provide the very best opportunities and achievement for all. Together, we provide support and challenge, both inside and outside school, to ensure all pupils in our care achieve their full potential.

How to apply: CV and covering letter to Chair at Bryn Deri Primary School, Caer Graig, Radyr Cardiff CF15 8RD

Closing date: 22nd February 2019

Interviews: Week commencing Monday 11th March