



## The Valley Federation of Edale C of E (VC) and Hope Primary Schools



### **The Valley Federation of Edale C of E and Hope Primary Schools needs a new Clerk to the Governing Body**

Due to a recent resignation, the Governors of the Valley Federation of Edale C of E and Hope Primary Schools are looking for a new Clerk to the Governing Body.

The purpose of the Clerk's role is to provide advice and guidance to the governing body on governance, constitutional and procedural matters. A Clerk will contribute towards the efficient and effective functioning of a governing body and its committees by providing:

- administrative and organisational support, including minute-taking of meetings
- guidance to ensure that the governing body works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance
- advice on procedural matters relating to the operation of the governing body

The role is a stimulating and interesting one, and is a very important element in ensuring the efficient and effective functioning of our Federation governing body.

We are looking for someone with:

- good listening, oral and literacy skills;
- the ability to write agendas and take accurate concise minutes;
- good ICT, including keyboarding, skills;
- the ability to organise their time and work to deadlines, organise meetings, keep records, and use the internet to access relevant information

The time commitment is to a few hours a week, and this would be a paid contract with Derbyshire County Council

If you would like a detailed job description and job specification, and are thinking of applying for the post, please contact John Payne (Chair of Governors) at [jpayne@edale.derbyshire.sch.uk](mailto:jpayne@edale.derbyshire.sch.uk) or Lucy Bishton (Vice-Chair) at [lbishton@hope.derbyshire.sch.uk](mailto:lbishton@hope.derbyshire.sch.uk).

**John Payne**

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