



Downs View School

Executive Headteacher: Vanessa Hickey

Tel: 01273 601680

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www.downsview.brighton-hove.sch.uk

Clerk to Governors

School: Downs View School and College

Hours: 3 hours per week (52 weeks), plus extra hours for clerking working groups and panels

Contract type: Permanent

Start date: 4th January 2023 (flexible)

Salary: Senior Clerk NJC Scale 5, £23,023-£24,920 per annum or Clerk NJC Scale 4A, £21,269-£21,695 per annum. Pro rata and depending on experience

We are looking for a Clerk who will provide high level advice, support and administrative assistance to our governing body. This involves arranging meetings, taking minutes, keeping records and advising the governing body on local and national developments that will impact on their work.

You must have experience of minute-taking, good ICT and communication skills and be able to work with minimal supervision. Training for Clerks is provided by the local authority, as well as opportunities to network with other Clerks.

We are ideally looking for an experienced professional who can be employed at the Senior Clerk level (Scale 5). However, we are also able to provide development opportunities for those who wish to work towards this level, so can offer the role at Scale 4A in the first instance. The local authority offers a 12 month Clerks' Development Programme, which you would be expected to complete before moving to the next level.

Flexibility in terms of working hours is required with our board and committee meetings scheduled during and after school teaching hours. Senior Clerks are also required to clerk working groups and panels as required, for which you will be paid extra hours.

Downs View School and College is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

For further information please contact:

Chair of Governors: David Rafferty – davidrafferty@downsview.brighton-hove.sch.uk

Executive Headteacher: Vanessa Hickey – vanessahickey@downsview.brighton-hove.sch.uk

An Application Form is available on our website. Alternatively, please e-mail hr@downsview.brighton-hove.sch.uk to request a copy.

Please submit all completed Application Forms via e-mail to hr@downsview.brighton-hove.sch.uk



Administrative Centre: Downs View School, Warren Road, Woodingdean Brighton BN2 6BB

Tel: 01273 601680 **Fax:** 01273 699420