



Clerk to the Governors

Ysgol Glanrafon wishes to appoint a clerk to the governing body.

The primary purpose of the role is to ensure the effectiveness of the governing body and to support organisation.

The clerk's main duties will be to:

- Arrange meetings and necessary documents in discussion with the headteacher and chair
- Organise the membership of the governing body
- Provide assistance with organisational procedures
- Attend clerk training
- Attend at least six meetings of the governing body and budget a year
- Communicate with school to prepare paperwork at least five days before meetings
- Organise agendas of full governors' meetings and share with attendees
- Write accurate minutes during meetings and share with attendees
- Send an invoice to the school for £10 per hour for each hour completed (this is a self-employed role)

Candidates will need to demonstrate:

- Effective communication skills
- Flexibility
- Good IT skills
- High level of organisational skills
- Confidentiality
- The ability to communicate fluently both orally and in writing in Welsh

Flintshire County Council and Ysgol Glanrafon welcome applications from suitably-qualified applicants regardless of race, gender, disability, sexual orientation, religious beliefs, or age

Anyone interested is welcome to contact Mrs Vanessa Leach on 07974205317 to discuss the role.

To apply, please email your CV (A4) and supporting letter to the headteacher, Mrs Olwen Corben. at prifglanrafon@hwbcymru.net before 12pm 22/12/21.

Closing date: 12pm 22/12/2021