



The Bellbird Primary School is looking for a clerk who will provide support, advice on procedural and constitutional matters and administrative assistance to our governing body.

It is a part time role, with the work focused around the various governors' meetings through the school year. It includes minute taking for approximately 20 governor meetings and sub-committee meetings per year. These take place in Sawston in the early evening (typically between 5 – 8.30 pm) on weekdays, Wednesdays. (earlier on zoom)

The ideal candidate will have experience of minute-taking, good ICT and document management skills and personal and digital communication skills. They will also be interested in ongoing professional development, keeping up-to-date with current education developments and seeking/holding appropriate clerk accreditations. The successful candidate will be subject to a Disclosure and Barring (DBS) check. Prior experience as a clerk to governors would be beneficial but not essential as training is available.

Safeguarding is everyone's responsibility. The Bellbird complies with all guidance on Childcare Disqualification and we will seek further advice from appropriate bodies when necessary. Our safeguarding policies and procedures will be explained during your induction and on a regular basis.

Salary depending on experience, starting from £10.21 per hour; estimated 120 hours p.a.

Location: Sawston, Cambridgeshire CB22 3GB

Contract type: Part Time

For a full job description and how to apply, please contact the chair of governors at [chair@thebellbird.cambs.sch.uk](mailto:chair@thebellbird.cambs.sch.uk)

<http://www.thebellbird.cambs.sch.uk>