

Chertsey Nursery School



Mole Valley Family Centre



VACANCY

Clerk to the Governing Body

Are you organised and efficient? Do you have excellent administration skills and are keen to get back into employment?

If so, then we may have the perfect role for you!

Our organisation is looking for a Clerk to support the Federated Governing Body, minute taking, administrating meetings and ensuring that statutory requirements are met. We can offer candidates excellent CPD opportunities and support from working in an outstanding team. This is an excellent opportunity to be part of the organisation working behind the scenes.

The role is working 78 hours per year
(meetings are fixed in advance, other working pattern is flexible)
Starting salary based on Surrey Pay Scales S6 £26,080 FTE

Closing date: Friday 14th October 2022

Interviews: To be held week beginning 31st October 2022

Start date: as soon as possible after interview

For further details and information contact Donna Harwood-Duffy, Executive Headteacher, head@dorking.surrey.sch.uk or visit the websites.

All information and supporting documents can be found on the Job Vacancies section of our websites

www.chertsey.surrey.sch.uk/job-vacancies

www.dorking.surrey.sch.uk/job-vacancies

www.molevalleyfamilycentre.co.uk/job-vacancies

Completed applications to be sent to Nicky Ellis, Bursar,
finance@dorking.surrey.sch.uk

The nursery school is committed to safeguarding and promoting the welfare of children, young people families and carers and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced background checks by the Disclosure and Baring Service and satisfactory references