

Chertsey Nursery School



Mole Valley Family Centre



www.chertsey.surrey.sch.uk www.dorkingnurseryschool.co.uk www.molevalleyfamilycentre.co.uk
West Street, Dorking, Surrey RH4 1BY Tel: 01306 882397
email: head@dorking.surrey.sch.uk

Dear Applicant

June 2022

Re: Clerk to the Governing Body

Thank you for your interest in our vacancy working as a Clerk to the Governing Body across our organisation. This role is ideally suited to someone who is organised, skilled in taking minutes and keen to join an outstanding team, impacting on children's outcomes from behind the scenes.

The Clerk works closely with the Executive Headteacher and Chair of Governors to ensure all aspects of Governance administration and legislation is met, including preparing agendas for meetings, taking minutes, ensuring all Governors Register of Interests are up to date, attending face to face and virtual meetings and attending termly Clerk Briefings with the Local Authority.

There are two meetings per half term (totalling 12 a year) and are a mix of face to face and virtual. Meeting dates are set an academic year in advance, therefore, there is an adhoc pattern of working around meetings rather than a fixed amount per week.

I hope you will be able to take advantage of the opportunity to find out more about us from our websites prior to submitting your application. We also welcome the opportunity to talk to you more if you would like the opportunity to do so.

Please complete the application form fully, addressing the items on the Job Profile in your supporting statement. Please also check that you have given details of your referees, one of whom should be your current or most recent employer, and another should be someone who is able to comment on your performance at work from a position of responsibility, not as a peer. Please be aware that if you are offered an interview, we will take up references at this stage. Note that CVs will not be accepted as applications. The salary will be based Surrey Pay Scales, S6, starting from £26,080 FTE. Please note, this is a flexible working role totalling 78 hours per year (paid evenly over 12 months) despite the adhoc pattern of work.

The closing date for receipt of completed applications is Friday 9th September 2022, 12 noon. Interviews will be held the week beginning 12th September 2022. Start date is as soon as possible after interview.

Please return completed applications to Nicky Ellis, Bursar finance@dorking.surrey.sch.uk . Thank you very much for your interest. I wish you success with your application.

Yours sincerely

Donna Harwood-Duffy
Executive Headteacher

The nursery school and family centre 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.