



November 2017

Dear Applicant

Re: Clerk to the Governing Body

Thank you for your interest in this unique and exciting opportunity to work across all 3 schools for the right candidate. Alternatively, candidates can choose to apply for one, two or all three schools. I enclose an application pack for candidates, which contains the Job Description for the position of Clerk and an application form.

Please complete the application form fully, addressing the items on the job description and person specification in your supporting statement. Ensure you have made it clear which of the schools you are making your application to on your form. 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.

This position is graded as Surrey Pay S6, starting from £20,638 FTE pro rata. Please note that all roles are paid for 38 weeks per year, across 12 months. Candidates must be available to attend the meeting pattern as detailed below in the school(s) they are applying for and will be individual contracted to the school they are working for, however, training and other professional opportunities will be shared between the schools.

Dorking Nursery and Children's Centre	Powell Corderoy Primary School	St Martin's VC Primary School
Role based on equivalent of 2 hours per week, term time only. 2 Tuesday evening meetings and 4 x day time meetings in the academic year 2017-18. From September 2018 all meetings will be held during the working day.	Role based on 90 hours per year, term time only. Meetings take place Monday evenings 6.30pm – 8.30pm. Dates for 2018 academic year 8th Jan, 19th March, 23rd April, 18th June, 16th July	Role based on 3.25 hours per week, term time only. 5 Thursday full board evening meetings, 7pm – 9pm, plus 8 committee meetings during the working day per academic year. 3 full board (evening) and 5 Committee (day) meetings remaining for 2018 academic year.

The closing date for receipt of completed applications is 12 noon on Friday 10th November. Shortlisted candidates will be contacted as soon as possible after this date. Interviews will be held on Tuesday 28th November.

Please return completed applications to me on behalf of the interview panel (head@dorking.surrey.sch.uk). I wish you success with your application.

Yours sincerely

Donna Harwood-Duffy
Headteacher

Dorking Nursery School and Children's Centre, Powell Corderoy Primary School and St Martin's VC Primary 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 Criminal Records Bureau disclosure.