

MURRAY PARK SCHOOL



Acting Headteacher: Miss R Somes
MURRAY ROAD, MICKLEOVER, DERBY, DE3 9LL
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Clerk to Governors – minuting of meetings (Maternity Cover)

**Temporary – Approximately 20, 2 hour meetings from September 17 to July 18.
Evenings usually 6.00pm or 7.00pm start**

Salary: £10 per hour

Closing date Friday 23rd February 2018 (10.00 am)

Thank you for your interest in this vacancy. We hope that this information will assist you in considering your application.

Internal applications should be submitted in writing on A4 paper (no more than 2 sides) In your letter please outline why you would be suitable for this post and detail any relevant experience.

External applications should complete and submit an application form available on our website: <http://murraypark.derby.sch.uk/home/vacancies>

If you require any further information please contact our HR Department on 01332 540006 or email recruitment@murraypark.derby.sch.uk

Murray Park School

Job Description:	Clerk to Governors – minuting of meetings (Maternity Cover - approximately Sept 17 – July 18)
Salary:	£10 per hour
Hours:	Meetings yet to be confirmed for September 2017 but typically Tuesday 6.00pm until 8.00pm or Thursday 6.00pm until 8.00pm
Responsible to:	Chair of Governors
Review:	Annually

Key purpose of Role:

You will be expected to provide administrative support during Murray Park School's Governors' meeting in terms of minute taking and liaising with the Clerk to Governors following the meetings.

Duties typically will include:

- Record attendance at the meetings
- Use a laptop (provided) to take accurate minutes of Governors' meetings, including indicating who is responsible for any agreed action.
- Send draft minutes to the relevant member of staff for amendment and approval in a timely fashion.
- Liaising with the Clerk to Governors in a timely manner after the meetings any items that the Governors have asked for advice or support with.

The school will undertake to provide access to appropriate and relevant training in relation to all aspects of the role.

The post holder will be expected to carry out a range of other tasks that fall within the framework of the key tasks and key purpose and as such the post-holder will be expected to carry out other tasks/duties as directed by the Headteacher that are commensurate with the responsibilities of this role.

Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check.

MURRAY PARK SCHOOL
Person Specification
Clerk to the Governing Body

Essential Criteria	Essential/Desirable
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience in operation of administrative systems • Experience of working in a business or education environment 	<p>E</p> <p>D</p>
<p><u>Qualifications/Training</u></p> <ul style="list-style-type: none"> • NVQ level 3 or equivalent qualification or experience in a relevant discipline • RSA 3 or equivalent qualification in typing / word processing 	<p>E</p> <p>D</p>
<p><u>Knowledge/Skills</u></p> <ul style="list-style-type: none"> • good listening, oral and literacy skills • producing accurate concise minutes • awareness of relevant policies / codes of practice and governing body procedures • very good ICT skills including Microsoft packages • ability to work constructively as part of a team, understanding the school's roles and responsibilities, and your own position within these • excellent communication and interpersonal skills • good organisation skills • ability to prioritise effectively • ability to work to tight deadlines 	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><u>Personal Attributes</u></p> <ul style="list-style-type: none"> • good attendance & Punctuality record • be a person of integrity and be able to maintain confidentiality. • be able to remain impartial • have a flexible approach to working hours • requires minimum supervision. • takes responsibility for own actions • identifies and overcomes barriers, and manages risks • takes quick and effective action • demonstrates focused implementation of role and responsibilities • is of smart appearance • enhanced Criminal Records check (on appointment) 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>

<u>Special Requirements</u>	
<ul style="list-style-type: none"> • be able to work at times convenient to the Governing Body (evening meetings) 	E
<ul style="list-style-type: none"> • be available to be contacted at mutually agreed times 	E

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated. These will include:-

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviour
- Attitudes to use of authority and maintaining discipline