Maryport Church of England Primary School

Camp Road, MARYPORT, Cumbria, CA15 6JN

Telephone: 01900 812299

Email: admin@maryport.cumbria.sch.uk

Headteacher Mrs J Ormond

‘Learn, achieve, shine’

**CLERK TO THE GOVERNORS**

Level 1, Base Grade 3, £18,562 per annum pro-rata (£9.62 per hour)

The Governors at Maryport Church of England Primary School are seeking to appoint a well-organised, supportive individual to be the clerk to the school’s Governing Body for 30 hours across the school year. This is a permanent role, term time only, required to start as soon as possible.

Hours are to be worked flexibly to fit in with the cycle of governing body meetings during the year and will include attendance at early evening meetings. There are usually 4 meetings of the full governing body and 6 committee meetings per academic year.

Confidentiality and flexibility, plus excellent organisational and computer skills are essential in this role. A nationally recognised clerking qualification would be an advantage.

Closing date for applications: Friday 11th February 2022

Maryport CE Primary School is committed to safeguarding the welfare of our children and we expect all staff and volunteers to share this commitment. Applications will be subject to checks with past employers and an enhanced check with the Disclosure and Barring Service. Candidates will be required to disclose any criminal history prior to interview, if shortlisted.

Application forms can be downloaded from the CCC website <https://www.cumbria.gov.uk/eLibrary/Content/Internet/541/4247991132.pdf> or [www.maryport.cumbria.sch.uk](http://www.maryport.cumbria.sch.uk) and should be returned to head@maryport.cumbria.sch.uk