

Lipson Vale Primary School  
Bernice Terrace  
Lipson Plymouth  
PL4 7HW  
Head Teacher: Mr Peter Lewis-Cole  
Email: [lipson.vale.primary.school@gov.plymouth.uk](mailto:lipson.vale.primary.school@gov.plymouth.uk)  
Contact: 01752 224801 [www.lvps.co.uk](http://www.lvps.co.uk)



**Clerk to Governors, Permanent, Grade C (NSP 5) Hours – 102 hrs per annum, 38 weeks of the year (9 Governing Body meetings per year plus 12 hours training and development allocation). Additional hours may be required and will be paid as required.**

Lipson Vale Primary is offering an exciting opportunity to join us as Clerk to Governors to support our hard working and developing governing body. Our Clerk will play a key role, providing administrative and procedural advice to the Governing Body and will in turn be supported by our governance professional.

The post involves:

- Working largely from home to send agendas and produce minutes of the Governing Body meetings
- Organising, filing and updating key documents to support the smooth running of the Governing Body
- Being the enabler for effective communication.
- Helping us recruit governors, when required
- Supporting the Governing Body to be the best it can be

Experience is desirable but not essential as training will be provided.

We need someone who can demonstrate that they:

- Are an 'enabler' who has an interest in education
- Have the ability to write minutes that are effective, and submitted within agreed timescales
- Work with good attention to detail and good interpersonal skills
- Are a self-starter who can work independently, as well as part of a team
- Can demonstrate the ability to forge good collaborative relationships
- Have an interest in compliance and advice and guidance
- Have a flexible approach to working hours, (our meetings are usually around 5pm)
- Show a willingness to learn and will not be afraid to ask for help. Initial one to one training is scheduled and support and guidance will always be available.
- Maintain confidentiality
- Be competent in the use of technology, email and internet and have access to a laptop

If you would like any more information about the role or the school then please don't hesitate to get in touch by email and we will put you in contact with one of our Co-Chairs of the Governing Body.

Closing Date: 29th January 2021  
Interviews: 11th February 2021

Applications can be accessed from the school website.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. A DBS disclosure is required for this post.