



Clerks to Schools Recruitment Campaign 2016

We are offering an exciting opportunity to contribute to the continued success of our schools; all Camden schools have an excellent reputation many rated outstanding by Ofsted, this achieved in part through effective school governance.

This role could be an excellent second job or a great flexible work opportunity. Governor Support Officers will play an important part in supporting school governing bodies to effectively manage agendas, distribute supporting documentation and quickly turnaround accurate minutes. On the job training will be provided for successful candidates and be paid for by the Council.

The Governor Support Team is situated within Camden School Improvement and operates as a traded service, with approximately half of our schools subscribing to the service level agreement. Ideally, we are seeking applicants with experience of minute taking, especially clerking for schools. The role provides an opportunity of flexible working and you must be able to attend evening meetings.

About you

You will possess excellent people skills and the ability to form and maintain professional relationships with our schools. It is essential that you are a highly organised individual and can working to defined deadlines and the ability to effectively organise meetings, assemble supporting information and take accurate minutes. You will have a good understanding of the role of good governance for successful schools.

In addition, you should possess all of the following:

- An understanding of the role of governing bodies in the school system
- Educated to A Level (Grade A to C) – or equivalent
- Excellent literacy and oral communication skills
- Knowledge of word processing, document management and databases
- Ability to organise agendas and supporting material and take accurate minutes of meetings
- Ability to work professionally and form strong and trusted relationships with school partners
- Proven effective administrative experience, including maintaining records and databases
- Experience as a clerk to school governors, and/or other experience of school governance or schools administration would be an advantage

This role is subject to a DBS check.