



# Ashton under Hill First School

“Shaping bright futures together”

Elmley Road, Ashton-under-Hill  
Evesham, Worcestershire, WR11 7SW

[www.ashton.worcs.sch.uk](http://www.ashton.worcs.sch.uk)

[office@ashton.worcs.sch.uk](mailto:office@ashton.worcs.sch.uk)  
Tel. 01386 881 333

## Clerk to Governors Vacancy – January 2025

<b>Grade/Salary</b>	NGC Scale 4
<b>Salary Details</b>	£15.18 - £16.18 per hour
<b>Required Attendance</b>	40 hrs per annum
<b>Start Date</b>	As soon as possible
<b>Full/Part time</b>	Part time
<b>Contract</b>	Permanent
	<p>The Governors of Ashton under Hill First School are looking to appoint a professional Clerk to provide support and advice to the Chair of Governors and the Head Teacher.</p> <p>Are you an excellent administrator, who is well organised with an eye for detail? Can you organise meetings, draft agendas, and produce accurate minutes? Could you help ensure the cycle of governance is completed to the standards required and, with training, advise the Governing Body on procedural and constitutional matters?</p> <p>Our Governing Body holds four Full Governing Body meetings and a number of other committee meetings per year. Meetings are all held at the school in the evenings. The Clerk’s main role is to provide professional clerking services to the Governing Body.</p> <p><b>Duties to include:</b></p> <ul style="list-style-type: none"> <li>• Attendance of governor meetings</li> <li>• Setting of agendas in collaboration with Chair of Governors and the Head Teacher</li> <li>• Distribution of paperwork and writing concise and accurate minutes ensuring all actions are completed prior to the next meeting.</li> <li>• Arranging and monitoring completion of governor training</li> <li>• Liaise with school to ensure statutory policies are in place and reviewed in a timely manner</li> <li>• Maintain the governor page on the school website to ensure statutory compliance</li> </ul> <p>Experience is desirable but not essential as training will be provided.</p> <p>We look forward to hearing from you.</p>



Head Teacher: Mrs Alison Peacey, B.Ed. (Hons.)  
Email: [head@ashton.worcs.sch.uk](mailto:head@ashton.worcs.sch.uk)

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<b>Application Details</b>	<b>How to Apply:</b>  To request an application pack please contact the school: Telephone: 01386881333 or via email : to Nichol Brown, <a href="mailto:nbrown@ashton.worcs.sch.uk">nbrown@ashton.worcs.sch.uk</a>  All interested applicants should note that Ashton-under-Hill First School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS check and obtain medical clearance.
<b>Closing date</b>	Wednesday 12th February noon.
<b>Interview Date:</b>	To be arranged



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