

**John Donne Church of England Primary School**  
**seeks to appoint a**  
**Clerk to Governors**

To express interest or for more information on this role, please contact Chair of Governors Gemma Webb on [gemma.webb@aru.ac.uk](mailto:gemma.webb@aru.ac.uk)

Expressions of interest will be reviewed on an ongoing basis.

Start date is 1<sup>st</sup> September or as soon as possible thereafter.

**Clerk to Governors Person Specification**

**Criteria:**

**Essential:**

1. Good level of written English.
2. Knowledge and experience of clerking, either in the education sector or other public sector or voluntary bodies.
3. Ability to advise the governing board on the statutory requirements of governance.
4. Ability to take minutes of a busy meeting and produce an accurate, timely and presentable record of the meeting.
5. Organised, IT literate and confident using emails and taking part in virtual meetings.
6. Able to liaise with a range of other bodies on governance matters as needed.
7. Ability to maintain confidentiality.
8. Work within the Christian ethos of the school.
9. Willing to undertake training
10. Willing to develop knowledge of the additional statutory requirements for a voluntary aided Church of England school.

**Desirable**

1. General experience of working in the education sector.