



St Matthew's Primary School

19 Norfolk Street, Cambridge CB1 2LD

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Headteacher: Tony Davies

Dear Colleague,

Clerk to Governors

Paid at an average of 1.54 hours per week, 80 hours per annum, NJC Support Staff Points 11 to 17 (£12.81 per hour at point 11 to £14.80 per hour at point 17).

Thank you for your interest in the post of Clerk to Governors. This is an exciting opportunity to join our team.

The position is a permanent position. The hours worked vary from month to month depending on the schedule of Governing Body meetings. There are usually about fifteen meetings a year, each lasting about one and a half to two hours each. They take place in the evenings, term time only. In addition to these hours, there is time for preparation for meetings, preparing papers, writing minutes, as well as attending training and the termly clerks' briefings run by Cambridgeshire Local Authority. Across the year we have calculated that this equates to about 80 hours of work.

St. Matthew's is an exciting place to work. Situated in the centre of Cambridge, just off East Road near the Grafton Centre, we are a community primary school (not affiliated to any church, despite our name) serving a very diverse community with over 25 different languages spoken by the children. We are very proud of our school and the high academic standards that we achieve alongside a strong, inclusive ethos and excellent pastoral care, all done with a sense of innovation, adventure and fun. These characteristics are highly valued by our governors, our staff team, our children and our supportive parents. They mean that our journey of ongoing development is one we all enjoy.

In the application pack you will find:

1. An application form
2. Job Description
3. Person Specification
4. St. Matthew's Safeguarding and Child Protection Policy
5. A policy statement on the recruitment of ex-offenders

St. Matthew's Primary School is committed to safeguarding and promoting the welfare of all children. All our staff must share this commitment. Successful applicants will need to provide two referees and will be subject to an enhanced DBS check.

If you have questions or would like to discuss the role further, please contact the school office (contact details above) and I would be happy to talk with you.

Once again thank you for your interest in this post and I do hope you choose to apply.

Yours sincerely,

A handwritten signature in black ink that reads "Tony Davies". The signature is written in a cursive style, with the first name "Tony" and the last name "Davies" connected.

Tony Davies
Head Teacher