

St Matthew's Primary School

19 Norfolk Street, Cambridge CB1 2LD

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Headteacher: Tony Davies

Dear Colleague,

Clerk to Governors

Level 3, Scale 5, Points 22 to 25

(£10.71 to per hour at point 22, £11.74 per hour at point 25).

Thank you for your interest in the post of Clerk to Governors. We think 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 (approximately four hours per meeting), as well as attending training and the termly clerks' briefings run by Cambridgeshire Local Authority. We will work with the successful applicant to agree the number of hours needed to carry out the required 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. In September 2011 we were judged to be outstanding by OFSTED, a great reward for all of the hard work we have done to raise standards of teaching and learning. I am proud that in doing this we have retained the existing strengths of the school – a strong, inclusive ethos; excellent pastoral care; a sense of innovation, adventure and fun. These characteristics are highly valued by our staff team, our children and our supportive parents. They mean that our journey of improvement has been one we have all enjoyed.

In recent years we have been growing and from September 2017 we will be a three-form entry primary school throughout.

In the application pack you will find:

1. An application form
2. Job Description
3. Person Specification
4. A summary of our School Development Plan

5. St. Matthew's Safeguarding and Child Protection Policy
6. A policy statement on the recruitment of ex-offenders

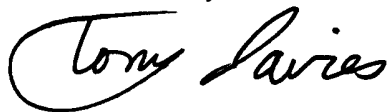
St. Matthew's Primary School is committed to safeguarding and promoting the welfare of all children. All our staff must share this commitment. Successful applicants will need to provide two referees and will be subject to an enhanced DBS check.

Visits to the school are welcome or, if that is not possible for you, I am happy to discuss the role over the telephone. Please contact the school office should you wish to arrange a visit or talk with me.

The closing date and time for applications will be 10am on Monday 27th November with interviews scheduled for Friday 1st December.

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 a large, looping initial 'T'.

Tony Davies
Head Teacher