



Crosby Ravensworth C.E. (A) Primary School

Crosby Ravensworth, Penrith, Cumbria CA10 3JJ
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Telephone: 01931-715265

Headteacher: Mr D Priestley BA (Hons), PGCE

Position: Clerk to the Governors

Employer: Crosby Ravensworth C of E (Aided) School, Penrith, CA10 3JJ

Start date: As soon as possible, by arrangement

Contract: Permanent subject to 6 month probationary period

Salary: BS5 £25,989 per annum pro-rata (£13.45 per hour) 100 hours per annum as directed

Hours: The role is for 100 hours per annum, which equates to approximately 2.5 hours a week for the 38 weeks of the school year. The role is flexible but will cover 9 meetings a year, some of which may be in the evening.

Job description: The governors wish to appoint a high-quality Clerk to provide administrative support and help to advise the Governing Body on procedural and constitutional matters; manage memberships; administer and record minutes of meetings; maintain appropriate records and manage information in line with relevant legislation, guidance and best practice.

The successful candidate will be reliable, flexible and available to attend meetings of the Governing Body and its committees held during the term time and sometimes in the evenings. Training will be provided and a degree of working flexibility is important. Applications are invited from suitably qualified or experienced individuals who have excellent listening and oral and written communication skills as well as good ICT skills. This role is permanent, subject to a probationary period.

The school is committed to safeguarding and promoting the welfare of our young people. Appointments will be subject to satisfactory references and enhanced DBS check.

If you wish to apply, please complete the Westmorland & Furness Council application form which can be downloaded from the school website on our vacancies page. Applications should be emailed for the attention of the chair of governors to: admin@crosbyravensworth.cumbria.sch.uk

The school is an equal opportunities employer, committed to the principles of child protection, safeguarding and safer recruitment and to promoting the welfare of children and young people. All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see here. Shortlisted candidates will be asked to complete a self-disclosure form prior to interview.

A love of learning for life in all its fullness John 10:10
Courage, Compassion, Community

