

We are looking for a Clerk to Governors to join our hardworking, enthusiastic and friendly office team.

You will have experience of secretarial duties and be able to remain calm and patient in a busy environment and have a good working knowledge of Microsoft Word and Excel.

You will provide effective administrative support to the Governing Body and its committees and provide advice on governance, constitutional and procedural matters.

The Clerk to Governors role is 75 hours per annum at £11.21 per hour, comprising preparation, minutes and attendance at four full Governing Body meetings (generally 4.30pm – 6.30pm on Tuesdays), three Curriculum meetings and three Buildings & Grounds meetings (during the day).

The Coppice Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be required to have a DBS check in line with the Government's safer recruitment guidelines. CV applications will not be considered. The successful candidate will also be subject to qualification and medical checks.

Closing date for applications 17<sup>th</sup> May 2019

Interviews 4<sup>th</sup> June 2019

Start date 17<sup>th</sup> June 2019

Please return to Lisa Howfield [sbm@coppice.worcs.sch.uk](mailto:sbm@coppice.worcs.sch.uk)  
or to

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