



Diocese of Guildford
Busbridge CE (Aided) Junior School
Brighton Road, Busbridge
Godalming, Surrey, GU7 1XA
Tel: 01483 417302



Email: admin@busbridge-junior.surrey.sch.uk

Headteacher: Mr Richard Catchpole BSc PGCE NPQH



Clerk to the Governing Body

Available to start from 1st January 2025 (negotiable)

Permanent role

3.5 hours per week (working pattern negotiable)

Term-time only (38 weeks)

Pay scale range: Surrey Pay PS07 £32,512 to £34,654 full-time equivalent

Pro-rata £2,627 - £2,800 (£17.18 to 18.30 per hour)

We are a happy, high achieving and popular junior school located close to the Surrey Hills Outstanding Area of Natural Beauty. Come and be part of a friendly and dedicated team of staff on our exciting journey.

This role is offered on a permanent basis.

The role hours will be variable and dependent on governor meeting dates and workload.

The candidate is required to provide clerking to the Governing Body of the school.

A key part of the role is to provide advice to the governing body on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regards to exercising the governing body functions:

- Provide effective and proactive administrative support to the governing body and its committees.
 - Ensure the governing body is properly constituted.
- Manage information effectively in accordance with legal requirements.

The clerk to the governing body is accountable to the governing body and will need to work closely with the chair of governors, vice-chair of governors, and headteacher. In addition to the full governing body (FGB), Busbridge C of E Aided Junior School currently has two committees: Children & Learning, and Finance & Resources. The FGB and committees currently meet 3 times a year unless circumstances require otherwise.

Main responsibilities and tasks - Please see the job description in the supporting documentation below.

Visits to our school are warmly welcomed and strongly encouraged.

Please contact our School Business Manager Mr Shaneel Shajpal in the school office to arrange a visit on 01483 417302 or by email to finance@busbridge-junior.surrey.sch.uk.

For further information please visit our school website:

www.busbridge-junior.surrey.sch.uk.

Applications should be made using the form which you can download from the eTeach website or directly from our school website. Applications by CV alone will not be accepted.

Closing date: 6th December 2024 (noon)

Interviews: 16th December 2024

Please note that all applications will be considered upon receipt and interviews may take place prior to closing date, therefore an early application is recommended. References will be taken up prior to interview and the successful applicant will be subject to an enhanced Disclosure & Barring Service check.

Busbridge CE Junior School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.