



BASILDON CE PRIMARY SCHOOL

Upper Basildon,
nr Reading RG8 8PD
NOR 153

Required with Immediate Effect Clerk to Governors

210 hours per annum
(approx. 5 hours per week, term time plus 3 weeks)
Grade E, points 18-22
£18070 – £20661 per annum, pro rata

Embracing our core principles of excellence, respect and communication, our small rural primary school prioritises the personal development and well-being of everybody in our school.

We are looking to appoint a flexible, yet methodical individual with proven admin and organisational skills to support and guide our Governing Body. In addition, this key role requires accurate, confidential interactions with both the governors and senior leadership team.

The successful candidate will be self-motivated, an effective team player, able to engage with children, staff, parents and the wider community and be sympathetic to our Christian foundation.

Previous experience would be an advantage; full training is available.

Please contact the school office on 01491 671445
or by email at office@basildonprimary.org.uk
for further information and an application pack.

Interviews: To be confirmed

To find out more about our school:
www.basildonprimary.org.uk

Our School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) check along with other relevant employment checks. We are committed to securing genuine equality of opportunity in all aspects of our activities as an employer and education provider.

Respect, Resilience, Excellence.

'I can do all things through Christ who strengthens me'
Philippians 4.13



