

MINUTING CLERK TO THE GOVERNORS

THE COLESHILL SCHOOL – a Maths and Computing College

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Coleshill

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11-18 mixed comprehensive

NoR 1003 (Sept 2009)

Pay Scale: Grade D, Points 10-13

We are seeking to appoint an administrator as Minuting Clerk to the Governor's Sub-Committees.

The ideal person will have excellent interpersonal skills, competent IT skills and the ability to record notes from the Committee meetings. A sense of humour and a calm, flexible approach to work are essential. Confidentiality is of utmost importance.

The position involves attending three evening meetings per term (over three terms) for the Curriculum and Standards Committee, Finance and Personnel Committee and Safeguarding Site and Safety Committee (approximately 1½ hours each meeting).

The successful applicant will:

- Be responsible for recording and drafting minutes at the School Governor Committee meetings.
- Be responsible for typing the minutes and liaising with the Headteacher or Lead Professional and Chair of Committee to ensure they are correct before issuing to Clerk of Governors for distribution

Contact Information:-

Application form and further details are available from Yvonne Holder, Administration Office Manager on 01675 432001, e-mail: adminmgr@thecoleshillschool.org.uk . Completed applications should be sent to Yvonne Holder at the school.

Closing date: 3 September 2010

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Post subject to Enhanced CRB Disclosure.