



Belmont School
Hibbert Road,
Harrow Weald
Harrow HA3 7JT.
Phone: 020 8427 0903
Email: recruitment@belmont.harrow.sch.uk
www.belmont.harrow.sch.uk

**Clerk to the Governing Body
Required ASAP**

Salary information: G4 - £13.31 per hour

Belmont School is looking to recruit a Clerk to the Governing Body who shares our values and ethos and who will build on what we cherish and do today, whilst challenge, help shape and lead us into the future.

We are seeking to appoint an enthusiastic and highly motivated Clerk to the GB. This is a unique and exciting opportunity for an excellent Clerk to work with and support our Governing Body.

This position will suit an individual who is looking for a flexible role as some meetings will be held during school hours and evenings.

You will support the school governing body with administrative and organisational duties including taking minutes of governor meetings, drafting agendas, advising the body on legal and procedural issues and keeping records of membership, training, and attendance.

The successful candidate will need to be flexible and have good communication, organisational and administrative skills.

We are an equal opportunities employer and are committed to safeguarding and promoting the well-being of children. The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check.

Come and visit us and see at first hand the potential that exists and how you will be able to make a positive impact at Belmont School.

Application packs can be downloaded from the school website. If you would like to visit the school please contact Mrs Kotecha on 0208 427 0903 or email: recruitment@belmont.harrow.sch.uk

Closing date: Monday 13th March at midday

Interview dates: Please apply ASAP; shortlisting will take place upon receipt of applications and successful candidates will be called to interview at the first available opportunity.