



St. Peter's Catholic Primary School
Horton Road
Gloucester
GL1 3PY

Tel: 01452 524 792 / 01452 521 157
Email: admin@st-peters-pri.gloucs.sch.uk

Headteacher: Mrs C. Baron
Chair of Governors: Mr C. Aspinall

We are seeking to appoint an experienced administrator to fulfil the post of Clerk to St Peter's Catholic Primary School Governing Body

Part time permanent role, 156 hours per annum, Grade 6 pts 15 - 20 £23,541 -£25,991 per annum, pro-rata

We are looking for a person

- Who is highly organized and a self-motivated Clerk to the Governors.
- Who is willing to support the Catholic ethos of the school.
- Who can provide effective administrative support to the Governing Body and its central committees.
- Who can provide advice to the Board on governance, constitutional & procedural matters.
- Who manages information confidentially in line with legal requirements.
- Who is willing to attend training to ensure information and procedures are up to date.

We can offer you

- Supportive and welcoming Governors, staff and parents.
- A friendly and vibrant school.
- CPD to support you in this role.

A visit to the school is warmly welcomed. If you wish to arrange a visit please contact Mrs Gill, our School Business Manager by email or phone to vacancies@st-peters-pri.gloucs.sch.uk. An application pack is also available on our school website www.st-peters-pri.gloucs.sch.uk – go to ABOUT US – VACANCIES.

Close: Noon on Tuesday 21st September 2021.

Interviews: week commencing 27th September 2021.

Start Date: ASAP

St. Peter's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure Barring Services (DBS) check before appointment is confirmed.

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