



# ST NICHOLAS CE PRIMARY SCHOOL

School Road, Hurst, Berkshire, RG10 0DR

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[www.st-nicholas.wokingham.sch.uk](http://www.st-nicholas.wokingham.sch.uk)



*Acting Headteacher: Mrs S Hilling*

Wokingham Borough Council

Diocese of Oxford

*Delivering a firm foundation for our children's future success by celebrating individual and community achievement, built on Christian values.*

## Clerk to St Nicholas CE Primary School

**3 hours per week, term time only, required from June 2022**

**Grade 4 FTE Grade 4 FTE £20,444 - £22,129 (£12.08 to £13.07 per hour)**

*"Pupils are happy to come to school .. and describe their school as 'amazing', 'great' and 'caring'. They are proud of their school" – OFSTED 2019*

Our small and friendly village school is looking for a Clerk to the Local Governing Body who will provide efficient, effective and confidential administrative support to the governing body in the performance of their statutory obligations

### The successful candidate will have:

- Good communication skills with an ability to speak with confidence and accuracy
- Excellent, accurate, and concise writing skills
- Good organisational skills – able to prioritise workload
- Excellent record keeping, information retrieval and dissemination of governing body data/documentation
- Tact, diplomacy, confidentiality and sensitivity
- Ability to use appropriate IT equipment as required by the governing body

### We are able to offer:

- A happy school with strong links with the church and other schools within The Keys Academy Trust
- Training to develop personal skills and expertise

Job descriptions, person specifications and application forms are available from the school website [St Nicholas CE Primary School - Vacancies](#)

For further information, please contact the school office. Applications must be submitted by email together with a letter of application to [operations@st-nicholas.wokingham.sch.uk](mailto:operations@st-nicholas.wokingham.sch.uk). CVs will not be accepted.

**Closing Date :** 15<sup>th</sup> June 2022

Applications will be reviewed as they are received and interviews arranged accordingly.

*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. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service enhanced criminal records check.*