



Harrow Way Community School

Learning for life, success for all

Headteacher: Mrs D L German

Harrow Way | Andover | Hampshire | SP10 3RH

adminoffice@harrowway.hants.sch.uk

"Harrow Way continues to be a good school with many outstanding features." **01264 364533**
Ofsted HMI July 2022

Clerk to the Governing Body – 3 hours per week (mainly during the evenings with some daytime work required) to start Feburay 2025 or as soon possible after this date

Grade D - £2,078 – £2,297 Actual
(£25,628 - £28,326 FTE depending on experience)

Harrow Way Community School is an over-subscribed, vibrant and successful secondary school in Andover. We are looking to appoint an efficient and enthusiastic Clerk to the Governing Body.

Job Purpose:

To provide and ensure the delivery of a high quality, comprehensive and effective clerking service to the Governing Body in accordance with Government Regulations and Hampshire County Council procedures. This role is mainly home based.

We are looking for an individual who is:

- Organised and reliable
- Able to manage deadlines and keep accurate records
- Self-motivated and able to work under your own initiative
- Able to maintain confidentiality and comply with Data Protection legislation
- Has excellent IT skills.

Main Responsibilities:

- Prepare a timetable for meetings to ensure the effective management of the work of the Governing Body.
- Prepare/agree an agenda in consultation with the Chair/Headteacher for each meeting, including the collation and distribution of all associated paperwork (7 days prior to the meeting).
- Take minutes, draft minutes to be presented to the Chair/Headteacher to check for factual accuracy (within 7 days of the meeting), gain approval, amend, distribute, ensure they are available for public inspection and follow up action points.
- Undertake the statutory requirements of the role with regard to the management of the Governing Body membership, the election of the Chair and maintaining attendance records for meetings.
- Advise Governors and committee members of the terms of office.
- Advise Governor Services of all changes in the membership of the Governing Body and the outcomes of the election officers.
- Provide guidance regarding procedural and constitutional matters to Governing Body.
- Attend relevant training and support meetings.
- Deal with all incoming correspondence.



Visits to the school by prospective applicants prior to application are encouraged. To arrange such a visit, or for an informal discussion regarding the post, please contact Mrs Tracey Roberts, School Business Manager, on the school number 01265 364533.. Application forms are available for download from the school website. Completed application forms should be posted to the above address, marked for the attention of Tracey Roberts or e-mailed to adminoffice@harrowway.hants.sch.uk

Closing Date: Thursday 30th January 2025

Harrow Way Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect 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 checks along with other relevant employment checks.