

Minute Taker for Governing Board – Feb 2024

School: Littledean C of E Primary School

Address: Church Street
Littledean
Glos
GL14 3NL

Email: admin@littledean.gloucs.sch.uk

Telephone: 01594 822171

Post Title: **Minute Taker for Governing Board – Feb 2024**

Grade: NJC Grade 5

Salary: **Grade 5**

Allowances: No management allowance / NA

Hours: As per meeting schedule - approx. 12 meeting per year

Contract: Permanent

Closing Date: Noon – Monday 11th March 2024

Interview Date: Wednesday 20th March 2024

Start Date: ASAP

The Governing Board are seeking a Minute Taker to attend all Governing Board meetings to produce concise and accurate minutes along with a summary of actions within 5 working days of the meeting.

Our meetings are usually held at the school on a Tuesday or Wednesday starting at 5.30 p.m. and usually ending around 7.30 p.m. occasionally the meeting will be held remotely. The Minute Taker will have the option to finalise the minutes either during the day in the School or at home.

Confidentiality is essential to this role as is working to set deadlines.

For further information please contact the School by telephone or email. We would welcome all applicants to the school for an informal visit. Please contact the office to arrange a suitably convenient time.

To apply, please complete the schools application form available on the school website – www.littledeanprimary.co.uk and return before 12 noon on Monday 11th March 2024.

Littledean C of E Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.