



Scammonden Road, Barkisland, Halifax, W. Yorkshire, HX4 0BD

Email: admin@barkisland.calderdale.sch.uk

Headteacher: Mrs B. Schofield (B.Ed (Hons)NPQH)

Tel: (01422) 823324

www.barkislandcofeschool.org.uk

Clerk to the Governing Body

Approximately 150-200 hours per year comprising of 8 x 2 hour face to face meetings per year (held in school) and the associated pre-meeting and post meeting preparation
£15-£20 per hour dependent on experience

We require a suitably qualified person to join our school to offer a professional clerking service to aid the work of our Governing Body. The successful candidate will be an excellent communicator, with exceptional organisational skills.

We are looking for a candidate who:

- Can prioritise tasks and has exceptional organisational skills, with high levels of integrity and confidentiality.
- Is an excellent communicator, both verbally and written and can use IT programmes effectively e.g Microsoft Office.
- Is an excellent team player, able to establish effective working relationships with all stakeholders.

We can offer:

- A friendly, strong and supportive team.
- Training to support the role and for further professional development.
- Flexible working patterns.

Barkisland C E (VA) Primary School is committed to the protection and safeguarding of its pupils, and this will be reflected throughout the recruitment process. An enhanced criminal record check via the DBS will be required.

To find out more about the role, please contact school and we can arrange a phone call or video call at a mutually convenient time. Application forms available from Debbie Thirlwall, School Administrator via email admin@barkisland.calderdale.sch.uk, the school website or by visiting the Calderdale jobs website.

Closing date for applications: 9am Wednesday 8th May 2024

(Interviews will be held during w/c 13th May)

*Working with the Diocese of Leeds and the Metropolitan Borough of Calderdale
May he give you the desire of your heart and make all your plans succeed Psalm 20:4*

