



## VACANCY

# CLERK TO GOVERNORS

**Immediate start - hours as and when required**

**£20 per hour - casual contract**

The Harefield Academy is currently seeking to recruit a **Clerk to the Governors** to clerk six Governing Body Meetings per year, usually evenings and some lasting approximately 4-5 hours in length. You may be called on from time to time to clerk at other associated meetings and any statutory appeal committees/panels as required.

We require someone who has current experience of clerking in education. A hard working, self-motivated individual willing to support our Governing Body.

Applicants should also have sound administrative skills and a thorough knowledge of school governance together with a willingness to engage in appropriate training and development. An ability to provide sound advice, take the initiative where necessary and be flexible with your time are essential qualities.

If you are interested in learning more about the role please contact [HR@theharefieldacademy.org](mailto:HR@theharefieldacademy.org)

Enthusiasm and commitment are pre-requisites as is a willingness to play an active role in the life of The Academy.

*The Harefield Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**Application forms can be downloaded from The Harefield Academy website:**

[www.theharefieldacademy.org](http://www.theharefieldacademy.org)

**Completed application forms should be returned to:**

Human Resources, The Harefield Academy, Northwood Way, Harefield, Middlesex, UB9 6ET

T: 01895 822108 F: 01895 822414 E: [HR@theharefieldacademy.org](mailto:HR@theharefieldacademy.org) W: [www.theharefieldacademy.org](http://www.theharefieldacademy.org)

Headteacher: Tash Moriarty

