

## CLERK TO THE GOVERNOR

### **Caldew Lea Primary School**

Ashley Street, CARLISLE, Cumbria CA2 7BE

[www.caldewlea.cumbria.sch.uk](http://www.caldewlea.cumbria.sch.uk)

**Head teacher:** Mrs Claire Little **Tel:** 01228 526611 **Fax:** 01228 525765

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Job title: CLERK TO THE GOVERNOR

School name: Caldew Lea Primary School

Address: Ashley Street, Carlisle, Cumbria CA2 7BE

Telephone no: 01228 526611

Employer: C. C. C.

Date posted: 21/06/2018

Application closing date: 05/07/2018

Location|: CARLISLE

Salary: BS5 £18,319 PER ANNUM PRO RATA

Job category/type: Non-teaching (Primary) - NOR 302

Post details: We are looking for an efficient and organised person with experience of minuting meetings, dealing with paperwork and understanding the importance of confidentiality.

The successful candidate will work closely with the Chair of Governors and the Headteacher and will be required to attend 6 full Governor evening meetings and approximately 12 committee meetings per year plus time for preparation which will equate to 1 hour 30 minutes per week full time.

Candidates invited for interview will be contacted as soon as possible after the closing date.

Disability Symbol User: YES

Cumbria County Council Equal Opps Policy: YES

Closing Date: 05/07/2018

Description: Clerk to the Governors - Primary

Date Advertised on Website: