

The Heights Primary School are looking to recruit a **Governance Professional / Clerk to the Governors**



Part time: approximately 50 hours throughout the year, covering at least 4 board meetings, meetings are usually held in the evening at the school, other work can be completed at home
Salary: £14.44 per hour, paid termly for hours worked

About the school:

The Heights Primary is a popular Government funded, non-selective, highly inclusive primary school in Caversham. The school opened in September 2014 with 2 reception classes and 1 Year 1 class, in response to an increasing need for Primary School places. It has grown organically, with 2 new reception classes of 25 children per class having joined every year and we reached our full capacity of 350 children across Reception to Year 6 in September 2020.

The successful candidate will have:

- strong organisation and IT skills
- good interpersonal and communication skills
- knowledge and experience of schools and governance is desirable but not essential

We can offer:

- a strong team of highly motivated Governors.
- a supportive Chair of Governors and Headteacher.
- training and personal development opportunities

Please visit the vacancies section of our website for full details and an application form. We recommend a visit to the school.

Applications will be considered on receipt and suitable candidates will then be invited to interview.

We welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

We are passionate about creating a culture of wellbeing where all staff and pupils are valued and supported so that we can all 'grow, learn and flourish'.

The Heights is fully committed to safeguarding and promoting the welfare of children and young people. This role is subject to an enhanced DBS check.

Headteacher:	Mrs Karen Edwards
Address:	129 Upper Woodcote Road, Caversham, Reading, RG4 7LB
Phone number:	0118 357 0123
E-mail:	recruitment@theheightsprimary.co.uk
Website:	www.theheightsprimary.co.uk