



# The Wyvern Federation

## Clerk to Governing Body

Hourly rate: £25ph

No of meetings: Approximately 40 meetings across six schools

Hours: 5 hours per meeting (governance, clerking, administration and maintaining GovernorHub)

Working Pattern: face to face and virtual meetings evening meetings clerking across six schools as follows:

- Ashmole Primary School
- Vauxhall Primary School
- Wyvil Primary School and Resource Bases for Speech, Language and Communication Needs, and Autism
- Herbert Morrison Primary School
- Lilian Baylis Technology School
- Henry Fawcett Primary School

The successful candidate will have excellent verbal and written communication skills with experience of minute taking. They will need good interpersonal skills and organisation skills and be competent in the use of Microsoft software, email and internet. A positive attitude to personal development and training with a flexible approach to working hours would be welcomed.

Further details about the post, including how to apply, are on the TES jobsite. Go to [www.tes.co.uk/jobs](http://www.tes.co.uk/jobs) then insert Lilian Baylis into the keywords search. These details can also be found at [www.lilianbaylis.com](http://www.lilianbaylis.com). **Application forms must be completed online by Monday 17 March 2025 12 noon**. We will call applicants for an interview upon receipt of an application form, so it is advised to submit these as early as possible. For an informal conversation contact Edna Maritz at [ednamaritz@lilianbaylis.com](mailto:ednamaritz@lilianbaylis.com). The successful candidates will be required to abide by the school policy for safeguarding children including an enhanced Disclosure Barring Service check and evidence of proof of right to legal work in accordance with Asylum & Immigration Act 1996 (Only shortlisted candidates will be notified).