**COMBINED ROLE (TWO CONTRACTS)**

**CRANMORE INFANT SCHOOL**

**Northland Road, Shirley, Solihull,**

**West Midlands, B90 4SA**

**BAND C OFFICE ADMINISTRATOR**

**£25,992 - £28,624 pro-rated**

**Required as soon as possible**

**32.5 hours a week.**

We are looking to appoint an experienced, enthusiastic and highly motivated Office Administrator to join our friendly, hardworking school with a committed, supportive staff and enthusiastic children.

We are looking for someone who:

* Is enthusiastic, highly motivated and enjoys working as part of a team;
* Has well-developed administrative, communication and wider skills, which facilitate the smooth running of our School, including daily support for the Headteacher and SLT;
* Can efficiently manage and supervise all processes and procedures that are essential to the safe and strategic operation of our School;
* Is highly organised and is able to work under pressure in a busy environment;
* Can operate with complete discretion and confidentiality;
* Is happy to assist and support the staff, parents / carers and our children.

In return we can offer you:

* An exciting, forward-thinking school, with a committed, skilled and hard- working staff team;
* A very friendly and welcoming school community with supportive families, staff and governors.

The closing date for applications is Monday 13th January at 12 noon. We will only be contacting successful applicants.

Cranmore Infant School is committed to safeguarding and promoting the welfare of children and an enhanced DBS check will be required.

**CRANMORE INFANT SCHOOL**

**Northland Road, Shirley, Solihull,**

**West Midlands, B90 4SA**

**BAND C Clerk to Governors**

**£25,992 - £28,624 pro-rated**

**Required as soon as possible**

**16 hours per month**

We are looking to appoint an experienced, enthusiastic and highly motivated Clerk to

Governors to work effectively with the Chair of Governors, Head teacher and other Governors and will be responsible for advising the Governing Body on constitutional matters, duties and powers working within the broad current legislative framework. He/she will secure the continuity of Governing Body business and observe confidentiality requirements.

We are looking for someone who can:

* Work effectively with the Chair and Head teacher before the Governing Body meeting to prepare a purposeful agenda which takes account of DfCSF and LEA issues and is focused on school improvement
* Encourage the Head teacher and others to produce agenda papers on time
* Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days and preferably ten days before the meeting
* Record the attendance of Governors at the meeting and take appropriate action re absences
* Advise the Governing Body on governance legislation and procedural matters where necessary before, during and after the meeting
* Take notes of the Governing Body meetings to prepare minutes, including indicating who is responsible for any agreed action
* Record all decisions accurately and objectively with timescales for actions
* Send drafts to the chair and head teacher for amendment/approval by the chair
* Copy and circulate the approved draft to all governors within the timescale agreed with the Governing Body
* Advise absent governors of the date of the next meeting
* Keep a minute book, or file of signed minutes, as an archive record
* Liaise with the Chair, prior to the next meeting to receive an update on progress of actions agreed previously by the Governing Body
* Following the approval of the minutes at the next meeting forward a copy to the LEA
* Chair that part of the meeting at which the chair is elected
* The clerk may be asked to perform as part of their duties additional tasks which are detailed further in the Job Description.

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