



AMDG

DONHEAD PREPARATORY SCHOOL

A JESUIT SCHOOL FOR BOYS AND GIRLS AGED 3 – 11 YEARS



CLERK TO THE GOVERNORS IMMEDIATE START

Donhead is a Co-educational Catholic day school founded by the Jesuits in Wimbledon. It is a school in which every child is cherished for who they are, a unique person in the eyes of God.

We are seeking to recruit a Clerk to assist the governing body of the school. The role involves preparing and servicing the meetings of the governors and assisting the Chair with the administration of the governance of the school.

It is a vital role which requires a highly organised, diligent individual who is sympathetic to the aims and objectives of Donhead. Previous experience is desirable but not essential.

The role is expected to require 45 hours per annum worked over the school year. It requires attendance at several meetings each term mostly on weekday evenings. Time is also required to prepare and follow up between meetings.

A fee is offered subject to skills and experience. The role is self-employed.

Closing date: Friday 18th October 2024 10am

For further information about how to apply or an informal chat about the role, please contact Celeste Franklin, PA to the Headteacher, headteacherpa@donhead.org.uk.

Donhead is committed to safeguarding and promoting the welfare of children. The appointment is subject to at least two satisfactory references, receipt of Enhanced DBS disclosure, verification of identity and qualifications, satisfactory medical fitness, evidence of the right to work in the UK and DfE prohibition checks. Additional overseas checks will be required for candidates who have lived or worked outside the UK.

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