

Clerking Service Recruitment

Are you a dynamic, flexible individual with great organisation skills and proven administrative experience to support school governing bodies? Then join **The Clerking Service** family and enjoy the benefit of being a part of a team with support, mentoring, mileage allowance and paid training.

Role of the Clerk

Write agendas

Take minutes

Collecting supporting documents

Write minutes and distribute to governors

Be the professional adviser to ensure the governing body is effective

Organise meeting dates

Act as point of communication for complaints

Attend meetings and give professional advice

Keep governors details up to date

Skills Required

Organised

Attention to detail

Team player

Self motivator

Good listener and interpersonal skills

IT literate

Good grammar and typing skills

Able to work on your own

Commitment to self development

Next steps

If you are looking for an exciting flexible part-time role and want to find out more about becoming a Service Clerk, please contact us at **The Clerking Service**.



03000 414523



clerkingservice@theeducationpeople.org

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PEOPLE**
Clerking Service