

Bordon Infant School

Budds Lane

Bordon

Hampshire

GU35 0JB

Tel: 01420 472358

[www.bordoninfantschool.co.uk](http://www.bordoninfantschool.co.uk)

Email: [k.mitchell@bordon-inf.hants.sch.uk](mailto:k.mitchell@bordon-inf.hants.sch.uk)

Headteacher: Matthew Greenhalgh

22nd March 2021

Dear Applicant

Thank you for your interest in the role of **School Secretary** (32 ½ hrs p/week) **and Clerk to Governors**

(6 meetings - 66hrs per year paid)

The school secretary is the first point of contact for our school, they set the first impressions people have of us. We therefore need an enthusiastic, happy and friendly person who can manage our school office and look after our children and parents. You will need to be able to communicate in a professional and warm manner at all times. You will need to be organised, flexible and be able to have the highest levels of confidentiality. The role will require you to deal with a wide range of tasks, from reception duties, admin tasks, looking after hurt or ill children.

**Hours 8:15-3:45pm (Monday to Friday) Term Time and Inset Training Days**

Our school secretary is also the clerk to the governors. In this role you will need to take minutes of meetings, organise governor documents and work alongside the Headteacher and Chair of Governors to organise meetings and set the agenda.

**Are you**

* friendly and welcoming
* calm under pressure
* able to deal with constant interruptions with a smile on your face
* organised and efficient
* excellent at communicating
* self-motivated
* looking to work as part of a team
* IT literate, particularly with Microsoft Office
* be able to use your initiative and be resourceful
* have a good understanding of confidentiality and safeguarding procedures
* qualified in Maths and English at GCSE Grade C or above
* be excellent at spelling to be able to proof read all school correspondence
* first aid qualified or prepared to become first aid trained

**Rates of pay for the school secretary post will be HCC Grade C: £9.81 - £10.34 per hour**

**Rates of pay for Clerk to Governors post will be HCC Grade D: £11.09 - £12.47 per hour**

***We can also offer the successful candidate a free place for one school-aged child in our Breakfast & After School Club whilst they carry out this role.***

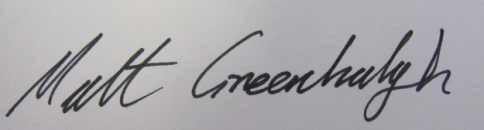
We pride ourselves on being a happy and friendly team. We think our school is a great place to work and are looking forward to welcoming a new person to our school.

We would like the successful candidate to start as soon as possible after all necessary pre-employment checks including Enhanced DBS clearance are completed. For the right candidate we would consider a later start date. References will be collected on offer of interview.

If you would like any further information please contact Matthew Greenhalgh the Headteacher on 01420 472358 or email: [k.mitchell@bordon-inf.hants.sch.uk](mailto:k.mitchell@bordon-inf.hants.sch.uk)

The final date for receiving applications is: **Midday on Tuesday 20th April 2021**

We look forward to hearing from you.

Yours faithfully

Matthew Greenhalgh (Headteacher)

*Bordon Infant School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.*