A blue circle with white text

Description automatically generated

Upton House School, Windsor

Independent Co-Educational EYFS, Pre-Preparatory and Preparatory School

**Clerk to the Governors**

Location: Windsor, Berkshire

Salary: £7,100-£8,800

Contract: Permanent – Term-time plus 4 weeks in the school holidays

Hours of Work: 8 hours/week (days/times flexible) including at least two evening meetings per term

To Start: As soon as possible

An exciting opportunity has arisen for an experienced, organised and flexible Clerk to Governors join our Nursery, Pre-Prep and Prep school, working for our Council of Management and Headmistress.  
  
**A little bit about us**  
  
We are a small independent school in Windsor. The school has been running since 1936. We value each and every member of our staff team and recognise that people can bring different ideas and suggestions all of which are equally valued. We view our team members as our extended family and most of our staff have worked with the school for many years.

**Responsibilities**

We are looking for an extremely organised, effective and flexible Clerk to the Governors to join our School reporting to the Chair of Governors. The successful candidate will also provide admin support for the Chair of Governors.

The Clerk will provide administrative and organizational support for all Council of Management meetings and committee meetings and ensure all follow up action has been taken. They work closely with the Head, Chair of Council and other council members on identified tasks and provide advice to the Head and council members on constitutional and procedural matters.

The hours for this post are irregular due to the duties and nature of the post. Therefore, the post holder must be flexible in their approach to the post and able to attend evening and/or daytime meetings at the school. Be able to attend ad hoc panel meetings. Regularly carry out administrative duties on their own initiative and meet deadlines set by law and governing body.

This is a fantastic opportunity to join a friendly and welcoming community in one of the leading independent schools in the area.  
  
**What we can offer**

* An easily accessible school that is in the heart of Windsor town
* Term-time position plus 4 weeks in the holidays, working 8 hours per week
* Potential to progress further and develop your career
* Fee discount
* Opportunity to access various training packages to support you in your role
* A friendly, helpful and supportive team

**What we are looking for**  
  
The ideal candidate for this role would have:

* Previous experience of working as a Clerk to Governors, including an understanding of strong Governance and the requirements of the governing body’s purpose within a school
* Clerk/Secretarial/PA experience including minute taking, creating agenda’s, collating and distributing papers, providing advice and information
* Knowledge the Independent School sector
* Strong attention to detail
* Excellent communication skills
* Excellent MS Office skills inc Microsoft Word, Excel, Teams and Outlook
* Able to work as part of a team and use your own initiative
* Commitment to your role and being an inspiration
* Have a fun, can do attitude
* A willingness to meet challenges with enthusiasm and to contribute as a team member is essential  
    
  If you are interested in applying for this role please fill in the application form and send to recruitment@uptonhouse.org.uk and we will be in contact with you. We look forward to hearing from you!

The job description and application form can be downloaded from the school website [www.uptonhouse.org.uk/discover-upton-house/vacancies](http://www.uptonhouse.org.uk/discover-upton-house/vacancies)

Closing date: Monday 19th January 2025

*Upton House is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.  Applicants for the post must be willing to undergo child protection screening, including reference checks with previous employers and an enhanced criminal record check with the Disclosure and Barring Service.*