

Closing date
**17 June
2022**



Education Achievement Service
Gwasanaeth Cyflawni Addysg

Recruitment of Clerks to Governing Bodies

The Education Achievement Service (EAS) are looking to appoint clerks to governing bodies in a number of schools across the region

- Do you have an interest in how governing bodies support the work of schools?
- Would you like an additional income for late afternoon / evening work from your home?
- Would you like to develop your professional skills and add to your CV?
- Do you have the ability to listen, make notes of meetings and learn new IT skills?

If so, then this is an exciting opportunity to support your local school community

The role involves attending up to 6 governing body meetings per year per school clerked. Depending on school preferences, meetings can be face to face, virtual via Microsoft Teams, or a mixture of both formats. It is expected that clerks attend meetings in whichever format is requested by the school. The role of clerk at each meeting is to produce draft minutes of the discussions held/decisions made, and to provide guidance on procedures where required.

There is a payment of £75 per meeting clerked.

You do not have to have any previous knowledge of the processes, as full paid training will be provided and there will be ongoing support to help you in your work.

Most Governing Body meetings are held late afternoon/early evening, so they could fit around other work commitments.

There are currently vacancies in both primary and secondary schools, in all five local authorities, Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen.

If you are interested in becoming a clerk to a governing body in our schools, please contact Kim Houghton (kim.houghton@sewaleseas.org.uk) for further information.



Dyddiad cau
17 Mehefin
2022



Education Achievement Service
Gwasanaeth Cyflawni Addysg

Recriwtio clercod i Gyrff Llywodraethu

**Mae'r Gwasanaeth Cyflawni Addysg (GCA) eisiau penodi clercod i gyrff
llywodraethu mewn nifer o ysgolion ledled y rhanbarth**

- Oes gennych chi ddiddordeb yn y ffordd mae Cyrff Llywodraethu yn cefnogi gwaith ysgolion?
- Hoffech chi gael incwm ychwanegol am waith hwyr y prynhawn / gyda'r nos o'ch cartref?
- Hoffech chi ddatblygu eich sgiliau proffesiynol ac ychwanegu at eich CV?
- Oes gennych chi'r gallu i wrando, gwneud nodiadau mewn cyfarfodydd a dysgu sgiliau TG newydd?

Os felly, mae hwn yn gyfle cyffrous i gefnogi cymuned eich ysgol leol

Mae'r rôl yn cynnwys mynychu hyd at chwe chyfarfod corff llywodraethu bob blwyddyn ysgol sydd wedi'u clercio. Gan ddibynnu ar ddewis yr ysgol, gall cyfarfodydd fod wyneb yn wyneb, yn rhithwir drwy Microsoft Teams, neu'n gymysgedd o'r ddau fformat. Disgwylir i glercod fynychu cyfarfodydd ym mha fformat bynnag y mae'r ysgol yn gofyn amdano. Rôl y clerc ym mhob cyfarfod yw llunio cofnodion drafft o'r trafodaethau a gafwyd/penderfyniadau a wnaed, ac i ddarparu arweiniad ar weithdrefnau yn ôl yr angen.

Mae taliad o £75 am bob cyfarfod gaiff ei glercio.

Nid oes rhaid i chi fod ag unrhyw wybodaeth flaenorol am y prosesau, oherwydd darperir hyfforddiant llawn gyda thâl a bydd cefnogaeth barhaus i'ch helpu gyda'ch gwaith.

Cynhelir y rhan fwyaf o gyfarfodydd y Cyrff Llywodraethu ddiwedd y prynhawn/yn gynnar gyda'r nos, fel eu bod yn cyd-fynd ag ymrwymadau gwaith eraill.

Ar hyn o bryd mae swyddi gwag mewn ysgolion cynradd ac uwchradd, ym mhob un o'r pum awdurdod lleol, Blaenau Gwent, Caerffili, Sir Fynwy, Casnewydd a Thorfaen.

Os oes gennych chi ddiddordeb mewn bod yn glerc i gorff llywodraethu yn ein hysgolion, cysylltwch â Kim Houghton (kim.houghton@sewaleseas.org.uk) am ragor o wybodaeth.

