GGYALI LASIS
Gwasanaeth gwella ysgolion awdurdod lleol
Local authority school improvement service

Recruitment of Clerks to Governing Bodies

The Local Authority School Improvement Service (LASIS) 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 £95 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 four local authorities, Blaenau Gwent, Monmouthshire, Newport and Torfaen.

Welsh speakers welcome

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.

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