

## Clerk to the Governors of the Resource and/or Student Impact Committees

The Cherwell  
School



*A Centre of Opportunity*

### Permanent Position

Part Time (Evenings) – approximately 5-6 meetings per academic year, per committee

Salary Grade 7: £10.71 per hour

The Cherwell School is a high performing and oversubscribed comprehensive school in Oxford (1890 students on roll, including 540 in the Sixth Form). We achieved GCSE progress results in the top 10% of all schools in 2016. We are pleased that we hold an 'Outstanding' rating by Ofsted as we feel this is a fair reflection of the school, not least as we recognise that we have the capacity to develop and improve further. We consider ourselves to be 'A Centre of Opportunity' and we aim to make this a deeper reality for all of our students and staff in the years to come. Our aims are supported by our designation as a National Teaching School and by a number of school awards including Investors in People certification, the International Schools Award and the Inclusion Quality Mark. We are committed to the professional learning and career development of our staff and are a School Centred Initial Teacher Training provider as well as a lead National Teaching School within the Oxfordshire Teaching Schools Alliance. We take a lead role in the initial training and professional development of teachers and support staff, and work with other schools to contribute to the raising of standards.

We are recruiting Clerks to the Governors of the Resource and Student Impact Committees, to work alongside the Clerk to the Full Governing Body. Governor meetings take place predominantly during the evenings and the Clerk will be expected to attend all meetings; approximately five or six per academic year, per committee. The Clerk is required to prepare and circulate the meeting agenda, in conjunction with the chair of the committee, accurately transcribe the minutes into the required format for approval by the chair to the committee and liaise with governing body members as needed. This work will be conducted from home, therefore it is essential that the post holder has access to a PC or laptop. It is envisaged that each meeting, including preparation and time following the meeting to transcribe minutes will total around 6 hours.

To find out more about our school, and for further information about the post, please visit our website [www.cherwell.oxon.sch.uk](http://www.cherwell.oxon.sch.uk) or contact Mrs Lynda Dale, Headteacher's PA and Clerk to the Governors, on 01865 558719 or on [clerk.governors@cherwell.oxon.sch.uk](mailto:clerk.governors@cherwell.oxon.sch.uk).

To apply for this post, please submit a completed application form (available on our website) to [recruitment@cherwell.oxon.sch.uk](mailto:recruitment@cherwell.oxon.sch.uk).

**The closing date for applications is Monday 5<sup>th</sup> June 2017 at 4pm**

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The Cherwell School is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

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*The Cherwell School is an academy managed by The River Learning Trust, which is an exempt charity and a company limited by guarantee, registered in England and Wales with a registered company number 7966500. Registered Office: The Cherwell School, Marston Ferry Road, OXFORD OX2 7EE United Kingdom*