



**Hinstock Primary School**  
*'Tomorrow's Success Begins Today'*



Hinstock, Market Drayton,  
Shropshire, TF9 2TE.

Executive Headteacher:  
Mrs Rachael Williams

01952 550220  
nursery@hinstock.shropshire.sch.uk

## **VACANCY**

### **Clerk to the Governing Body**

**Permanent Part-Time Position**  
**Approximately 20 hours a month**  
**Grade/SCP: 7, 12-17**  
**Required September 2022**

The Goldstone Federation, formed in 2019, is a dynamic group of two rural schools, Hinstock Primary and Cheswardine Primary, just outside of Market Drayton. Both schools are at the heart of their communities and benefit from the support of a joint committed and conscientious governing body.

The governing body wishes to appoint a diligent and enthusiastic governance professional who will contribute to and influence the effectiveness of the governing body by keeping abreast of national and local initiatives and developments in governance, to drive school improvement and to deliver the best outcomes for all pupils. The successful candidate will provide support to the governing body and its committees in the following ways:

- Providing guidance to ensure that the governing body works in compliance with the legal and regulatory frameworks
- Advising on governance best practice, including committee structures and self-evaluation
- Administrative and organisational support, including production and issue of all meeting documents and record keeping on-site and electronically
- Liaising with the Local Authority
- Monitoring of statutory and non-statutory policy reviews
- Facilitating new governor recruitment and induction
- Managing and monitoring governor training and CPD requirements
- Working closely with the Chair of Governors and Headteacher to promote a challenging and proactive governing body
- Dealing with ad hoc support needs such as panel meetings and Ofsted inspections
- Ensuring governance compliance on the school websites, NGA and GIAS
- Undertaking appropriate and regular training to maintain own knowledge and improve practice

Reporting to the Chair of Governors, the role will be primarily based off-site, with remote access to administration tools via Microsoft Outlook. On-site attendance will be expected at all governance meetings which take place across both schools, as well as any LA governance forums. Meetings will take place during term time only, however some support work may be required during school holidays.



Cheswardine Primary  
and Nursery School

**Goldstone Federation**  
**Together we SHINE**



Hinstock Primary School  
and Hedgehogs Nursery

**Closing Date for Applications:** Monday 18<sup>th</sup> July 2022

**Interview date:** Week beginning 5<sup>th</sup> September 2022

Please note that if you are shortlisted for the position, it is at this point that we will take up your references. Application forms and additional information can be downloaded from the Shropshire Council website or requested from Hinstock School by emailing: [admin@hinstock.shropshire.sch.uk](mailto:admin@hinstock.shropshire.sch.uk).

*The Goldstone Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to DBS checks and checks on the right to work in the UK.*



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