

# Ivel Valley School Governing Body

Ivel Valley School  
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🌐 www.ivelvalley.beds.sch.uk

Chair: Mrs Gill Needham

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February 2019

## Clerk to Governors (Term time only Level 2D + 2 Points 15 – 18)

Dear Applicant,

Thank you for your interest in this post. I hope that the information you receive will assist and inform your application. Visits to the school are warmly welcomed. A member of the senior leadership team can be available for an informal discussion about the post.

Ivel Valley is the Area Special School for the east of Central Bedfordshire and aims to provide a high quality, calm and caring learning environment, where pupils and staff are encouraged to reach their true potential. The school provides high standards of education for pupils with a wide range of special educational needs and disabilities aged 3 – 19. The main school operates on two sites which are within ½ a mile of each other; the school site and the college site. Additionally, we have three satellite classes based on a local mainstream school site.

We are seeking to appoint an experienced clerk for our Governing Body and three committees. The position is for **6 hours** per week term time only, but the successful candidate will need to work flexibly around meeting dates. The full governing body meets 4 times per year and the committees General Management, Teaching & Learning and Estates meet 3 times per year. The committee meetings run consecutively on the same evening. The General Management committee meets an additional 2 times per year for pay and budget. The meetings take place in the evening, however there may be ad hoc meetings called during the school day.

The main duties of the post will include: producing agendas and minutes to a consistently high standard; providing advice to the governing body on governance legislation and procedural matters; planning and facilitating governing body meetings in consultation with the chair of governors and principal; maintaining records of governing body business and membership.

This is an exciting time to join the school and play a role in our future development. For further details please visit our website at: [www.ivelvalley.beds.sch.uk](http://www.ivelvalley.beds.sch.uk)

Visits for prospective candidates are welcomed and encouraged. Please get in touch with Alison Cobb, Principal's PA by email: [alison.cobb@ivelvalley.beds.sch.uk](mailto:alison.cobb@ivelvalley.beds.sch.uk) or by telephone: 01767 601010 to arrange a visit.

I look forward to hearing from you.

Gill Needham  
Chair of Governors

*Please note that Ivel Valley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an Enhanced DBS check, two satisfactory references and a Disclosure of Criminal Record and Disqualification Declaration.*