



# Governor Support Officer and Clerk

Haringey Education Partnership has openings for Governor Support Officer and Clerks to join our friendly and high performing team. This is an exciting opportunity for a highly effective, efficient and self-motivated individuals to join our team.

Haringey Education Partnership is a not for profit schools-led company established by schools in partnership with the Local Authority. We are a growing company working with schools in a number of Local Authorities.

## **As a Governor Services Officer and Clerk you will:**

- Have strong communication and engagement skills
- Be responsible for providing advice on school governance legislation
- Work in partnership with the Headteachers and Chair of Governors to manage the workload of the governing board
- Have excellent planning and organisation skills
- Be an experienced minute-taker
- Produce high quality work and accurate work
- Attend twice termly briefings and training as required

Salary: Up to £237.51 per governing body meeting plus generous pension

Please note that this role requires working outside of normal business hours as most governing board meetings take place in the evenings.

## **How to apply**

To apply, please submit a comprehensive CV along with a covering letter of no more than two sides of A4 setting out your interest in the role.

Please submit to Brenda Bruno, Deputy for Governors Services:

[Brenda.Bruno@haringeyeducationpartnership.co.uk](mailto:Brenda.Bruno@haringeyeducationpartnership.co.uk)

Alternatively please contact Brenda Bruno on **0203 967 5097**



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