

# QUEEN ELIZABETH'S GRAMMAR, ALFORD

*A Selective Academy*



An 11-18 Co-educational Grammar School  
Number on roll: 540 (including 106 in the sixth form)

## Clerk to Governors Required for June 2022

Queen Elizabeth's is a Selective Academy, currently having 540 pupils on roll, located in the small, rural town of Alford. We are a very friendly and caring community in which pupils are known and valued individually. The atmosphere is calm, happy and purposeful; standards of attainment, behaviour and dress are high, and we are proud of our reputation as one of the top schools in the East Midlands whilst offering a holistic, supportive approach to education.

We are looking to appoint a reliable, efficient and effective Clerk to join our team. The successful applicant will be required to attend all Full Governing Body and Sub Committee Meetings. There are currently 6 FGB Meetings per annum (usually on a Wednesday evening during term time) with further Sub-Committee meetings.

We are ideally looking for someone who:

- Is an efficient and effective administrator.
- Is able to set agendas and take detailed minutes.
- Is able to source and provide advice to the governing body on governance, constitutional and procedural matters.
- Is able to abide by the confidentiality of the role at all times.
- Ideally holds a Level 3 Certificate in the Clerking of School and Academy Governing Boards.

Applications are welcome from internal and external candidates for the position. For an application form please contact Mrs A Duff (PA to the Headteacher) on 01507 462403 or [a.duff@queenelizabeths.co.uk](mailto:a.duff@queenelizabeths.co.uk) The deadline for applications is Friday 10 June 2022 at 12 noon.

*Queen Elizabeth's Grammar is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The 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 should be aware that this post is subject to an enhanced Disclosures and Barring Service clearance.*

