



Judged as "OUTSTANDING" OFSTED October 2014

Have you got the energy, vision and passion for SEN and a good sense of fun to join our team?

The Castle School meets the individual needs of 169 pupils between 3 and 19 years, all of whom have learning difficulties (MLD, SLD, PMLD ASD.)

'The school is a calm and harmonious place of learning'

OFSTED October 2014

'Pupils behaviour is outstanding'

'Pupils love their school'

OFSTED October 2014

Clerk to the Governing Body

Grade E £18,870 – £21,074 pa, pro rata
(Actual £1,291 – £1,441 pa)

Start date: March 2019

We need a part-time clerk for our governors (3 hours per week)

A person, preferably with good IT skills and office experience, who can work from home and:

- Produce accurate, concise minutes and agendas
- Work in confidence and effectively with the Headteacher, School Business Manager & Chair of Governors
- Has good organisational skills and can attend administration meetings (five governor meetings over 3 days each term).
- Collate, plan and organise the school's governor policies in accordance with an existing schedule.

The new clerk will also be expected to attend the termly briefing sessions held by the Local Authority which are held during the working day and take advantage of other training sessions that may be offered.

Please contact **Atul Attra** for an application pack, for further information please call 01635 42976 or email office@castle.w-berks.sch.uk

Closing date: 25 January 2019 • Interview: 4 February 2019

The Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service.