



Boston Grammar School

South End

Boston

Lincs

PE21 6JY

Tel: 01205 366444

Fax: 01205 310702

Email: enquiries@bostongrammarschool.co.uk

Clerk to the Trustees and Governors

Trustees and Governors are looking to appoint a well organised, reliable, competent person to attend and minute all meetings of the Trust and Governing Body. Most meetings are held in early evening, but some additional meetings may be held during the day, as and when required. The successful candidate will be proficient in the use of Microsoft Word, email and other appropriate computer skills, and will be capable of meeting deadlines. Some time will be required to deal with correspondence and emails on a daily basis (working from home) with peaks of activity required immediately prior to and following a meeting.

Discretion, tact and a pleasant manner are essential attributes for the position.

Salary is subject to negotiation and is dependent upon experience.

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 note that this post is subject to enhanced DBS clearance.

Further details and an application form are obtainable from Rowan Druce at the above address, by email (rowan.druce@bostongrammarschool.co.uk) or candidates should telephone during school hours on 01205 366444, or download the information pack at www.bostongrammarschool.co.uk.

We reserve the right to interview/appoint an exceptional candidate before the closing date of Friday 22 March 2019.