



The Governors of Our Lady of the Angels Catholic Primary School, Torquay, are seeking to appoint a Clerk to Governors to start as soon as possible. They are keen to accommodate the best candidates who will make a positive impact on our school and standards. Applicants with experience are encouraged to apply.

We offer:

- A welcoming school with a strong Catholic ethos
- Children who are polite, happy and motivated to learn
- A supportive staff team who genuinely want the best for our pupils
- A commitment to your own professional development

The successful candidate will:

- Be happy to support the Catholic ethos of our school
- Have excellent organisational, writing and communication skills
- Be resilient and hard working with a positive nature
- Be able to work as part of a team and establish positive relationships with governors and staff

Required as soon as possible.

Salary: £9.16 per hour

Contract: Permanent, Part-Time – 100 hours per annum. You must be able to attend 7 Governors meeting a year, currently held on Tuesday evenings 6-8pm. The rest of the hours required may be worked from home at a time to suit you.

Please contact Catherine Johnson, Administrator on 01803 613095 or finance@queenswayprimary.co.uk or if you would like an application form and more information about the post.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Disclosure is required for this post.

Closing Date: 5th October

Shortlisted candidates will be notified by email. Please note that if you have not heard from us by 12th October you have not been shortlisted on this occasion.

School website: <https://ourladyoftheangels.eschools.co.uk/>