



# Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

## **Clerk/Administrator to the Governors**

Required as soon as possible

The Governors of Archbishop Tenison's School would like to appoint someone with good administrative skills who could provide secretarial and administrative support for governors meetings and manage communications during term time. The job requires attendance at meetings (usually two full governing body meetings per term and three committee meetings per term – all held on Wednesdays in the early evening) in order to take minutes of the meeting and involves various kinds of sensitive and confidential written work, all of which will need great attention to detail.

The job comes with a salary that is paid at a good hourly rate. The job would be particularly suitable for someone looking for part time work much of which (apart from attendance at the meetings) can be done from home and at times of your own choosing.

It is important that the post is filled by someone who is in sympathy with and supports the Christian ethos of the School.

Those who may be interested in applying should, in the first instance, make contact with Mr Richard Mash, Chair of Governors. Archbishop Tenison's School, [MashR@archten.croydon.sch.uk](mailto:MashR@archten.croydon.sch.uk) who will be able to provide further information.

The deadline for applications is 10am on Tuesday 31<sup>st</sup> October 2023