



Westerham Road, Oxted, Surrey RH8 0EA

Tel: (01883) 723 183
Email: info@limpsfield.surrey.sch.uk
Website: www.limpsfield.surrey.sch.uk

Headteacher: Mrs C Hudson
Chair of Governors: Mr D Walsh

Achieving together in God's light

Limpsfield C. E. Infant School (4-7 years) is an outstanding village school (judged by Ofsted 2013) on the beautiful, safe setting of Limpsfield Common. We are fortunate in being able to use the National Trust surrounding land for sports, recreation and environmental activities, including Forest School.

We are currently advertising for the following vacancy:

CLERK TO THE GOVERNING BODY (TO START AS SOON AS POSSIBLE)

Averages 4 hours per week, 39 weeks per year (includes evening meetings)
Pay: Surrey Pay PS7 FTE £27,641 - £30,510 (Pro-rata £2,642 - £2,916 pa)

We are looking to appoint a friendly, organised person to work for our governing body.
The ideal candidate will have:

- Excellent interpersonal/communication skills with a good telephone manner
- Excellent PC skills
- Previous experience of secretarial and/or clerking duties
- The ability to work well under pressure
- Flexibility, as the pattern of working hours each week will be irregular due to the nature of this post

If you are interested in this position, please visit the school website (www.limpsfield.surrey.sch.uk) to download an application pack, or contact the School Office, on 01883 723183, for further information.

Visits to the school are welcome. Please contact the school office to arrange an appointment.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. An enhanced-level check via the Disclosure and Barring Service (DBS) and Occupational Health Check will be required for the successful applicant.

Applications are currently open, so please apply at any time.

