



JOB DESCRIPTION

Clerk to the Governors & Bursar's Assistant

The School: Twyford is a successful co-educational, independent day and boarding prep school for pupils age two to thirteen. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 23 acres of mature grounds, with a beautiful Queen Anne country house as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.

Job Purpose: To support the Governing Body, Bursar and HR Manager with administrative tasks.

Hours of Work: 11.25 hrs a week, 36 weeks a year

Key Responsibilities

- Assisting the Bursar
 - Taking and writing minutes of the Governing Body meeting and sub-committees
 - Distributing minutes, papers and agendas
 - Organising dates, venues, refreshments for meetings and Governors' events
 - Managing the Bursar's diary and making appointments
 - Providing administrative support to the Bursar including filing, scanning and shredding
 - Filing Charity Commission and Companies House papers and keeping Company directors' details up to date
- Chairing admin working group to look at administrative efficiencies
 - Reducing duplication and creating efficiencies in processes
- Assisting the HR Manager
 - Sending out references for shortlisted applicants
 - Organising interviews including constructing orders of the day
 - Communicating with applicants throughout interview process
 - Providing administrative support including filing, scanning and shredding

All staff are expected to:

- Follow and promote the School's code of conduct and safeguarding policy
- Ensure the wellbeing of all pupils is their highest priority
- Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others
- Take an active role in ensuring the realisation of the School Development Plan
- Treat each pupil and each other as individuals with courtesy and respect
- Take part in relevant training programmes identified by the School
- To work in a co-operative, diplomatic and flexible manner
- To carry out any other reasonable duties as requested by the Bursar or Headmaster
- To participate in the School's appraisal scheme

Note: This job description will be reviewed annually

Updated June 2022