



# Twyford School



**TWYFORD SCHOOL, WINCHESTER, HAMPSHIRE, SO21 1NW**

**Tel: 01962 712269    [www.twyfordschool.com](http://www.twyfordschool.com)**

IAPS co-educational day/boarding school

## **Clerk to the Governors/Bursar's Assistant**

*Twyford School is a successful co-educational, independent day and boarding Prep School for pupils aged 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.*

Twyford School is looking for a personable, friendly Clerk to the Governors who can also provide administrative support to the Bursar and HR Manager. The postholder will be a strong administrator, with excellent Microsoft Office skills and previous minute-taking experience. Previous experience in a similar role is preferred. The successful candidate will be pro-active, discreet and have a keen eye for detail.

Days and hours of work: Monday to Friday 2.25 hours a day (11.25 hours a week)

Weeks worked: 34 (term time) + 1 week in the holidays + 5 days inset

Salary: dependent on experience

Further details and an application form may be found on: [www.twyfordschool.com](http://www.twyfordschool.com).

The closing date for applications is 12 noon on 24<sup>th</sup> June 2022.

***This vacancy may close prior to the stated date and interviews will take place as a suitable field of candidates is obtained. Early submission of applications is recommended.***

Twyford 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 will be required to undergo safeguarding screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). It is an offence to apply for this post if the applicant is barred from engaging in regulated activity relevant to children.