



MINUTE TAKER

We require an experienced Minute Taker for our Governors' meetings; experience of schools is desirable and confidentiality, accuracy, eloquence and succinctness essential. Meetings are normally scheduled between 16.00hrs and 20.00hrs on Wednesdays.

Term Time only approximately 90 hours per annum - £14.18 per hour,
with any additional hours paid on a timesheet basis

Please refer to the School's website www.cranbrookschool.co.uk
to download a full job description and application form,
alternatively contact Julie Cousins CousinsJ@cranbrook.kent.sch.uk
or call 01580 711811.

Cranbrook School is committed to safeguarding and promoting the welfare of children and young people. All staff appointed will be required to pass an enhanced DBS check before commencing employment.

Cranbrook School welcomes applications from people with disabilities.
Cranbrook School has a no smoking policy.