

# THE BRITISH EMBASSY SCHOOL ANKARA, TURKEY



Required for September 2024

## Clerk to the Board of Governors

We are seeking a Clerk for our school's Board of Governors. This is an opportunity to support and work with a team of committed volunteers who form the Governing Board at BESA. It is anticipated that the role will require a time commitment equivalent to 4 days a month and may require attendance at multiple meetings during the day or evening during this period. Training and induction will be provided.

The successful candidate will:

- Ideally be experienced in working as a Clerk to the Board or in a similar senior support role
- Be team oriented but have the skills, experience and self-motivation to work independently and take initiative when required
- Possess absolute integrity and have experience of dealing with matters of a strictly confidential nature
- Have excellent administrative and secretarial skills & be adept in the use of Microsoft & Google applications
- Be highly organised, accurate, thorough, and able to monitor work for quality.
- Have the ability to work under pressure & show commitment to meeting deadlines
- Demonstrate excellent interpersonal and communication skills (both written and verbal)
- Have an excellent command of written and spoken English.

*BESA is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check.*

Please visit our school website [www.besaturkey.org](http://www.besaturkey.org) for more information about the school. Email [recruitment@besaturkey.org](mailto:recruitment@besaturkey.org) for an application pack. Please note we do not accept CV's.

**Closing date for receipt of applications: Monday 29th April 2024**

**Interviews will take place at the school for shortlisted candidates in early May**