

Casual Work for Enfield Council

Title of position/work available:	Clerk to Governors Casual Post
Department/Service:	Governor Services
Grade:	S01
Hourly rate:	£20.38 (2025)
Description of the work available:	The main aspect of the job is supporting education by minute taking. The role will involve travelling to local schools to take minutes of meetings and providing procedural advice. This can evolve further to encompass drafting agendas and administrative support. Skills required include: - Accurate minute taking skills; - Attention to detail; - Ability to communicate effectively both verbally and in writing; - Willingness to travel to any Enfield school during daytime or evenings. Support and training will be provided.
To apply for this work and to receive an application form, please contact:	Sujal.zaveri@enfield.gov.uk
Closing date:	
Candidate information:	Please note this work is being offered on an “as and when” basis and you will not be an employee of Enfield Council. We look forward to receiving your application.