



**Post Title:** Clerk to the Trust

**Dates:** Closing date for applications: 17<sup>th</sup> October 2021

Interviews: w/c 18<sup>th</sup> October 2021

Starting date: Immediate start (if possible)

**Salary range:** £12 - £15 per hour, broadly equivalent to a full time salary range of £20,880 - £26,100

**Hours:** Circa 16 hours per week during term time plus an additional 3 weeks

**Location:** Swanage, Dorset

**Contract term:** Permanent

Required to start as soon as possible.

We are looking for a dedicated and enthusiastic clerk to the Trust. This flexible part time role involves working closely with the Chair of Governors and headteacher to ensure the smooth and effective running of the trust.

The successful applicant will:

- Have excellent administrative, ICT and literacy skills
- Be organised, resourceful and respect confidentiality when needed
- Be able to work flexible hours, attending governing body meetings (which will include evenings) with other hours to suit home working
- Be self-motivated and willing to attend briefings, training and development

The responsibilities will include:

- Advising the Trusts on legislation, procedure and best practise
  - Facilitating the effective administration of meetings
  - Maintaining an accurate and concise record of Governor business
  - Managing a record of Governors & Members of the Academy Trust; including training and interests
  - Undertaking appropriate and regular training for personal development
  - Additional duties as required including election of parent and staff members
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Knowledge of professional governance would be an advantage along with previous experience of similar work in schools. Visits to the school are welcome; please contact the school office on 01929 500599 to arrange an appointment or discuss the role further.

Hours are in part related to governor meetings, which are typically held on Wednesday evenings between 5.30 and 7.30, with flexibility in hours for work relating to the organisation of governance.

More details on the role and its requirements can be viewed on the school website

