

Carlinghow Academy

Clerk to Governors

Permanent role

Start – Immediately

Salary and Requirements - £600 per annum, based on approximately four 6.5 hour meetings. There are also clerking duties across the year – invites to networking meetings, sharing documents. Any additional work will be paid at an hourly rate points 18-22 £15.17 - £16.26 per hour.

We are looking to appoint a Clerk to Governors at Carlinghow Academy. The successful candidate will be a highly motivated individual and will provide a professional clerking service to the Local Governing Body. This is an exciting opportunity for an organised individual to work with our dedicated and supportive team of Governors and School Staff.

The role involves preparation and distribution of agendas and minutes, attending and accurately taking minutes of meetings and providing advice and support to The Local Governing Body.

The Local Governing Body meet on average 4 times per year and these meetings are generally set in advance and take place in school in the evening. In addition, there may be ad hoc meetings and events which require a minute taker. Preparation for meetings, research and writing up can be carried out from home and therefore these hours are flexible, providing timelines are adhered to.

Advice and support will be provided by our Director of Governance, Mr Andrew Midgley. We also support the Level 3 Certificate in the Clerking of School and Academy Governing Boards arranged by the National Governance Association.

If you are interested in applying for this role, please complete our application form, as a Word Document, and return to Hayley Drummond, Recruitment Officer at h.drummond@greatheightstrust.org.uk

Closing date: Friday 11th October, 9am

Interviews: TBC

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.

GDPR Disclaimer: Please note and appreciate that whilst we review all CV's and applications, due to the high volume that we receive on a regular basis, we can only respond to candidates that have been successful with their application. Therefore, if you do not hear from us within **14 working days of your application**, please accept that your application has been unsuccessful. In line with the General Data Protection Regulations (May 2018) (replacing the Data Protection Act 1998) we will permanently delete information for all unsuccessful applications, and we will not keep candidate information on file for future vacancies at this stage of our process.