



The Bishop Anthony Educational Trust

Unit 11, The Business Quarter, Ludlow Eco Park,
Ludlow, Shropshire SY8 1FD



Clerk to the Governors

Grade 6, scp 18-21, £9.78 - £10.65 per hour

The number of meetings will be based on the needs of the individual academy but will be Approximately 6 meetings per academic year at 6 hours allocation per meeting, total 36 hours

The Bishop Anthony Educational Trust are looking for experienced and enthusiastic Clerk to Governors for academies within the Trust.

We have a vacancy at **Conover and St Edward's CE Primary Schools** (there is one Local Governing Body across both schools)

The successful candidate will have excellent organisational and administrative skills, and be able to deal with all Local Governing Body business matters confidentially.

Under the guidance of the Bishop Anthony Educational Trust and the Chair of the Local Governing Body, duties will include preparing and distribution of agendas, minute taking, handling of correspondence and advising the Governors on procedures.

Meetings are held either late afternoon or in the early evening. The postholder would be expected to work from home, but would meet their Chair/Headteacher at the academy for pre-meetings discussions. A dedicated laptop would be provided and the Clerk would be expected to comply with Data Protection and Code of Conduct policies relating to the role.

As part of Clerk development the successful candidate will be expected to attend Clerk network meetings held once a term at the Trust central office in Ludlow.

Candidates should have knowledge of Microsoft, especially Word. Experience in procedures and minute taking is desirable but not essential, as training and support will be available through the Bishop Anthony Educational Trust.

The Bishop Anthony Educational Trust is committed to safeguarding and promoting the welfare of young people and the successful applicant will be required to undertake an enhanced DBS check. We follow a safer recruitment policy.

If you wish to discuss this role further, please contact Karen Bowen on k.bowen@baet.org.uk.

Application packs are available by contacting Karen Bowen on enquiries@baet.org.uk

Please note CV's will not be accepted

Closing date for applications, midday on Friday 8th February 2019

**Interviews will be held at St Edward's CE Primary School, Church Road, Dorrington, SY5 7JL
on Thursday 14th February 2019**