



The Bishop Anthony Educational Trust

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



Roving Clerk to the Governors

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

The number of meetings will be based on an academic year (Sept – July)
Meeting allocation 6 hours per Full Governing Body (LGB) and 4 hours per Sub Committee

Requirements are as follows:

Tenbury 78 hours,

Burford 66 hours

Covering both LGB and Sub Committees.

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

We have a vacancy at both **Burford CE Primary School** and **Tenbury CE Primary Academy**.

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 and statutory regulations.

Dependant on the academy's needs, the 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. Reasonable out of pocket expenses i.e. mileage would be reimbursed.

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 successful candidate will be expected to attend Trust termly Clerk network meetings at their central office in Ludlow.

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 on Tuesday 12th February at the Trust Central Office,

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