

Clerk to Academy Council

Salary (actual): £14.38 - £15.44 per hour, inclusive of London weighting

Grade: 6

Hours: 48 hours per annum

Work pattern: 2 hour meeting each half term per school + preparation time

Contract: permanent

Holiday: equivalent of 37 days holiday per annum pro-rated (inclusive of bank holidays)

Western House Academy, Montem Academy and The Godolphin Junior Academy are seeking to recruit an experienced Clerk to provide advice and guidance to the governing board on governance, constitutional and procedural matters.

The post holder will contribute towards the efficient and effective functioning of a governing board and its committees by providing:

- Administrative and organisation support
- Guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance
- Advice on procedural matters relating to the operation of the board

The post holder must be flexible in their approach to the role as there are no fixed pattern of working hours. Most meeting are likely to take place during term time but there may be special occasions where out-of-term meetings are required.

We are looking for an individual who:

- can demonstrate strong administration skills;
- is proactive, positive and flexible;
- has high expectations of themselves and colleagues;
- has excellent communication, organisational and interpersonal skills;
- is committed to working as part of a team;
- is resilient;
- shares our vision and aims for all of our pupils;
- is dedicated and committed to the success of the schools.

For the right candidate, we will offer

- extensive support and CPD;
- the opportunity to work with other professional colleagues across the Multi-Academy Trust;
- a welcoming school, with friendly, enthusiastic and supportive staff team;
- an ambitious and dynamic Senior leadership Team;
- a dedicated Governing Body;
- supportive parents and children who are keen to learn;
- an employee assistance programme (EAP).

Closing date: As and when we receive successful applications.

The school is committed to safeguarding and promoting the welfare of children and young people expect all staff, and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS Check with a check of the DBS Barred List.