|  |
| --- |
| **Clerk to the Governors**  **Required – ASAP**  **Salary –Level 5**  **£11.89 - £14.47 per hour**  **Zero hours per week flexible – (attendance at some evening meetings)**  **Term time only**  **(38 weeks)**  We have a vacancy for a part time Clerk to Governors within our Trust. This post involves being one of a team of clerks to SEBMAT Governor meetings within our family of five schools.  We are looking for a clerk to work effectively with the chairs and head teachers with excellent organisational skills such as planning purposeful agendas, minute taking, record keeping and liaising with relevant local authorities. A knowledge and experience of governance procedures and legislative requirements would be an advantage. This is a zero hours based post; hours will be determined as and when, based on an annual timetable of meetings.  Skills and qualifications:   * GCSE or equivalent (NVQ Level 2) passes in English and mathematics * Travel to and from the various SEBMAT locations (Slough and Windsor) to attend meetings and fulfil the requirements of the post * Strong written and oral communication skills * Ability to work on own initiative as well as part of a team * Excellent organisation skills and attention to detail * Good Microsoft Word skills and other Microsoft packages   Personal qualities   * A flexible and adaptable approach in working hours as the workload is variable and meetings will take place during the day and some the evenings in Slough and Windsor areas * A desire to continue to learn and develop * Resilience and determination to be successful   Please look at our website [www.sebmat.com](http://www.sebmat.com) to find out more about the trust and our family of schools. We look forward to hearing from you.  We are, or course, committed to safeguarding the welfare of our students and staff and will conduct all necessary DBS checks as part of our recruitment process.  If you would like to contribute to our exciting future please contact our SEBMAT HR Advisor, Beverly Glanville for an application form [beverly.glanville@slougheton.com](mailto:beverly.glanville@slougheton.com) or visit our website at [www.sebmat.com](http://www.sebmat.com) in the vacancy section for further details and application pack. **CV’s alone will not be accepted as a valid application.**  **Closing date: Friday 25th October 2019 (9am)**  **Interviews: w/e Monday 4th November 2019**  **NO AGENCIES PLEASE** |