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| **Clerk to the Governors/Governance Professional**  **Required – ASAP**  **Salary –Level 6**  **£15.62 - £17.86 per hour (£30,139 - £34,451 FTE)**  **Up to 15 hours per week – (attendance at some early 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 governors’ meetings within our family of five schools. The Clerk makes an invaluable and vital contribution to the efficiency, effectiveness, productivity and legal compliance of the governing body. They work in partnership with the Chair of Governors to keep the governing body focused on its core strategic priorities and provide advice and guidance to the governing body on its duties and functions. The clerk will also deliver administrative support to facilitate sound governance through recording of minutes at meetings and support and advice on recruitment, policy guidance and training. Induction and training will be offered to a suitable candidate.  We are looking for a dedicated, knowledgeable professional who is able to work flexibly to attend day and evening meeting at schools throughout school term times based on an annual timetable of meetings. This role offers good flexibility with working hours and the ability to work from home and office. Additional hours may be required on an ad-hoc basis. You will need to be a supportive team member, willing to assist colleagues at short notice.  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 evenings in Slough and Windsor areas * A desire to continue to learn and develop * Resilience and determination to be successful     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. For an informal chat please contact Clare McAleer at [clare.mcaleer@sebmat.com](mailto:clare.mcaleer@sebmat.com)  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: 4 July 2022**  **Interviews: tbc**  **NO AGENCIES PLEASE** |