



NEW EDUCATION TRUST

Aspiration • Collaboration • Inspiration

Clerk to Governors

For Bengeworth CE Academy and Bretforton Village School

Scale 4 Points 7 - 11 (£15.18 - £16.18 per hour incl holiday enhancement)

Starting salary dependent on experience. This is a Permanent Part-Time Contract to clerk, minute and administrate MAT Board meetings. 100 hours annually plus overtime.

Required to start September 2025

You are invited to join the Governance team in this ambitious, supportive and inclusive Multi Academy Trust. We are committed to providing children and families with exceptional opportunities, relationships and experiences in their local, high-performing school setting.

This part-time, flexible post includes:

- Liaison with Governors, Governance Professional, Executive Team and Senior Leaders
- Preparing agendas with associated paperwork and scheduling meetings
- Minute-taking at Local Governing Body and subcommittee meetings
- Record keeping, monitoring and maintaining published governance information.
- Any necessary training to undertake the role and advise governors on clerking matters.

This position requires confidentiality, discretion and good organisational skills. The workload is variable with the opportunity to work from home (excepting scheduled in-person meetings). Word processing, communication and productivity technology skills are essential.

Meetings are held in-person or online during some mornings and evenings with some preparation work required, including liaison with MAT leaders, Trustees and our Governance Professional. Preparing documents, scheduling meetings, typing up minutes and recording actions, as well as occasional administrative matters such as letters, is work required of the clerk in a timely manner in advance and following each meeting.

New Education Trust is committed to safeguarding children and promoting the welfare of all children and young people and expects all staff to share this commitment. Online checks will be conducted on all shortlisted applicants and all successful candidates will be subject to a Disclosure and Barring Service (DBS) enhanced check.

We would encourage you to view our governance pages at www.bengeworthacademy.co.uk and www.bretfortonvillageschool.co.uk to read our accounts report, find out more about our Trust, our Board and the schools that we serve.

To express your interest in this role, please download and fully complete a MAT application form from the vacancies section of the school website, and return via email to vacancies@bengeworth.worcs.sch.uk.