

Clerk to Local Governing Body

Have you ever thought about becoming a Clerk to Governors? Are you looking for a flexible and rewarding role that gives an insight into the world of education?

Are you an enthusiastic, dedicated individual with excellent administrative and interpersonal skills and ideally some experience of taking minutes at meetings?

If you can answer YES to any of these questions and would like to know more, read on....

We are a thriving Trust on the south coast of England with some exciting opportunities for new Clerks to join us to provide support to our Local Governing Body (LGB) schools in one or all of the following areas of East Sussex: Hastings, Northiam and Newick. The role is a flexible, rewarding position that provides an interesting insight into the strategic aims and plans to constantly improve the education and welfare of local children.

Applicants need to be reliable, confident, good with people and with an interest in school governance. You will need skills in good administrative practice and ideally some experience of minute taking. You will also need to be confident in the use of Word, Excel and e-mail and have access to a computer and the internet. An understanding of confidentiality is essential for this role.

Responsibilities will include:

- working effectively with the chairs of the LGB, headteachers and other local governors to secure the continuity of governing body business.
- Advising on procedural and legislative matters to ensure the LGB works to the legal framework and Trust scheme of delegation.
- Completion of tasks including the preparation and circulation of papers, attendance at meetings and minute taking and maintaining a business calendar, including policy reviews.

It is not essential to have previous clerking experience, although this would be helpful. We are interested to hear from applicants that either hold a relevant award (BTEC level 3 in Clerk to the Governing Board or equivalent) or would be prepared to work towards a recognised accreditation.

Applicants must have a high level of ICT skills and confidence in communicating with people at all levels. We are committed to staff development and opportunities for further CPD will be fully supported. If you believe you have the skills and attitude to thrive in this role, then we want to hear from you.

Salary and Hours

You will be employed on a zero-hour contract and will be paid an hourly rate for attendance at LGB meetings, time taken in preparing for the meetings (e.g. agendas and minutes) and any other relevant administrative work or attendance at training courses directly supporting your role.

Salary - East Sussex Single Status, Grade 7, sp 18-19, £26,539 -£27,196 pro-rata (pay award pending). Travel expenses will be met, but this will be discussed in more detail at interview.

Candidates should submit:

- A completed application form (CVs will not be acceptable)

Completed applications should be sent to the HR team at hr@dcac.academy. Informal discussions about the role are welcomed, please contact Danni Gregory, Trust Governance Professional on 07513 826002 or email dgregory@dcac.academy.

Closing Date	Friday 12 th April at midday
Interview Date	W/C Monday 15 th April 2024

As an inclusive employer, it is important to us that our recruitment processes are inclusive and accessible. Trust will consider reasonable adjustments and access needs throughout all stages of the recruitment process. If this is something that would be supportive to you, please contact our HR Team at hr@dcac.academy

Safeguarding

This post is covered by the Childcare Disqualification Regulations 2018. The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, shortlisted candidates will be required to demonstrate to the Trust, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations. If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau). For further information about what is required in this process please go to www.gov.uk/disclosure-barring-service-check (http://www.gov.uk/disclosure-barring service-check).

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

Additional Information

Work Permits: we may be able to obtain a Work Permit for this post, but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System. Due to the restrictions, we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.