

CLERK TO GOVERNORS



Shropshire Church of England Academies Trust provides a professional governor clerking service to a number of primary schools in Shropshire. Established in 2018 and formerly known as 'The Trinity Federation Clerking Service', the service has built a reputation for high quality clerking, governance expertise and effectiveness.

We are now seeking to expand our team of clerks with the appointment of a suitably skilled, enthusiastic and highly motivated clerk. This is a unique and exciting opportunity to work as part of our clerking team in a role that can often fit around other work or family commitments.

Role: Clerk to a Governing Body

We are looking for a clerk to provide clerking to a minimum of two schools in the **Shrewsbury** area.

Salary: Grade 5, point 6-7 (£13.05-£13.26 per hour)

Hours: Casual – To prepare for, attend and minute, a minimum of 3 x Full Governing Body meetings per school year (typical commitment of 3 to 6 Full Governing Body meetings per school year).

The successful candidate must have previous experience of working effectively as a minute taker in board meetings or similar (or as a school leader working closely with a governing body) and be able to demonstrate excellent organisational and communication skills. Candidates should also be committed to maintaining confidentiality at all times.

This role requires a flexible approach to working hours and the option to clerk meetings remotely from home is possible, although some in-person meetings will be necessary. Travel costs are reimbursed.

The successful candidate must be able to clerk a minimum of 3 meetings per school year, some of which may be held during the early evening, however, there will be a requirement to clerk some meetings during the usual working day.

We particularly invite applications from recently retired school leaders. Candidates who are not experienced in School Governance will be offered training and mentoring from an experienced clerk.

For an informal conversation regarding this role, please contact Mrs Rebecca Dyke, Schools' Business Manager on 01746 763455 or by email at Rebecca.dyke@stmarysbc.co.uk

How to apply: Candidates should email a completed Shropshire Church of England Academies Trust application form to Mrs Rebecca Dyke, School's Business Manager Rebecca.Dyke@stmarysbc.co.uk

Please state on your application which post you are applying for.

Closing date: By midday on **9th June 2025**

Interviews: TBC

The schools within Shropshire Church of England Academies Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Appointment to this post is subject to an enhanced Disclosure and Barring check.