

**Heathside Weybridge and
Heathside Walton-on-Thames**

Clerk to Local Advisory Boards

Starting – September 2024

**Annual hours 192 per year, worked over 38.4 hours per week term
time**

**Actual Salary: £3825-£4077 per annum
(£32,512-£34,654 FTE, ELM7) plus overtime as required**

ElmWey Learning Trust is a multi-academy trust, comprising two local secondary schools including Heathside Weybridge, a successful, oversubscribed 11-18 secondary school and Heathside Walton which opened in September 2022. We are looking to appoint a Clerk to provide clerking and organisational support to our Local Advisory Boards (governors). The role requires attendance at a minimum of 13 LAB meetings per year, which currently take place on Wednesdays and Thursdays at the end of the school day usually between 4 – 6pm. Meeting dates are set in advance for the whole year.

Duties will include:

Providing a clerking service to the Local Advisory Boards (LAB) of Heathside Weybridge and Heathside Walton Schools, ensuring governance adheres to good practice and meets all statutory and regulatory requirements. This includes preparing Agendas and collating information packs in advance of meetings, recording and issuing meeting minutes, advising Chairs and LAB Advisors on matters relating to governance procedures. Training and support will be provided.

Candidates must:

- possess excellent ICT and literacy skills and the ability to prepare agendas, collate documents and write accurate minutes
- have previous administrative or clerking experience
- be able to work on their own initiative
- possess a high level of communication skills and can-do approach
- be able to work flexibly and commit to scheduled meeting dates and be available, with notice, to clerk additional ad hoc meetings during and after the end of the school day

In return ElmWey Learning Trust offers:

- Local Government Pension Scheme, including generous employer contributions
- Excellent benefits package to include Cycle to Work and shopping and lifestyle discounts
- On-site parking
- Supportive and experienced Trust team

Application forms and the full job profile are available from our website:

www.heathside.surrey.sch.uk. To apply please email completed application forms and letter of application to: jobapplications@heathside.surrey.sch.uk. Please note CVs cannot be accepted.

Closing date: midday on **Wednesday 17th July 2024**.

Applications will be considered as they are received, we reserve the right to make an appointment prior to the closing date.

We are committed to safeguarding and promoting child welfare. Applicants must undergo child protection screening, including checks with past employers and Enhanced DBS disclosure with Children's Barred List check. Committed to equal opportunities, we welcome applications from all sections of the community.

