

Clerk to Local Governing Board



Clerk to Local Governing Bodies at 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 April 2026 or as soon as possible

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 flexibly around scheduled, in-person meetings. Word processing, communication and productivity technology skills are essential.

Individual LGB meetings are held in-person or online during some mornings and evenings with some preparation work required, including liaison with MAT leaders, Trustees, Governors, Headteachers 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. References and online checks will be carried out on all shortlisted applicants, and successful candidates will be subject to an enhanced Disclosure and Barring Service (DBS) check.

We would encourage you to look at our website neweducationtrust.org to find out more about the schools within our Trust.

To apply for this position, please download and fully complete a MAT application form from the Vacancies section of our website, neweducationtrust.org/work-with-us/vacancies and return via email to vacancies@bengeworth.worcs.sch.uk before the closing date.

Closing Date: 12pm Tuesday 7th April 2026

Interview: Tuesday 14th April