



Creating Tomorrow Multi Academy Trust

•Respect

•Inclusion

•Achievement

Chief Executive Officer Kevin Latham

Chief Operating Officer Esther Bushell

Chief Finance Officer Anthea Murphy

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CLERK TO THE LOCAL GOVERNING BODY

Four posts available:

Post 1 – Kettering (WSS) six early evening meetings per year in term-time

Post 2 – Kettering (ISE) six early evening meetings per year in term-time

Post 3 – Daventry (DHS) six early evening meetings per year in term-time

Post 4 – Luton (WHS) six early evening meetings per year in term-time

Actual Salary £119.88 to £122.28 per meeting to cover preparation, attendance and post-meeting work as defined in the job description.

For candidates willing to travel between sites, the meetings are scheduled so that these posts may be combined. Please state on your application which post/ posts you are applying for.

Creating Tomorrow Academies Trust operates three Special Schools across Northamptonshire and a Special Free School in Luton, Bedfordshire.

We are now looking for colleagues to join our team as clerks to provide full administrative support to the members of each school's Local Governing Body.

You should have a thorough understanding of the laws that affect school academies, and will be responsible for ensuring that the Local Governors are aware of, and comply with, standard financial and legal practice and maintain standards of corporate governance. Working within the governance team of the MAT led by the Governance Manager, you will be offered comprehensive support and guidance to ensure that you are successful in the role.

We are looking for someone who is highly organised, has a desire and willingness to learn and has a positive and proactive approach to their work. Previous experience as a clerk to a school or public body would be advantageous.

As clerk, you will organise and attend 6 x termly meetings of the Local Governing Body meetings per year (depending on the needs of the school, there may be adhoc additional meetings paid at the meeting rate above).

For all posts meetings are typically held at 4.30pm but timings could vary. Meetings are typically 2 hours long.

Closing date: 29th March @12 Noon

Interviews w/c: 18th April 2022

We welcome calls to discuss this further, Please contact the Governance Manager Ellie Edwards via email eedwards@creatingtomorrowtrust.co.uk to make arrangements.

Creating Tomorrow Academies Trust is committed to safeguarding young people, promoting the welfare of all students, and expects all staff and volunteers to share this commitment. Enhanced clearance from the Disclosure and Barring Service will be undertaken for the successful candidates.