

Clerk to the Governing Body

Great Western Academy opened in September 2018 and now accommodates around 1050 students in years 7 to 11 and the Sixth Form. The school is heavily oversubscribed in years 7 to 11 and the Sixth Form is flourishing. Our philosophy of Achievement, Care and Excellence permeates all we do, with Care firmly at the centre of this. We use the phrase “Work Hard, Be Kind” to summarise what we expect of students and to create a culture of positive support where students behave well and are able to thrive, whatever their needs, and where they are proactively and effectively safeguarded.

We are looking to appoint a Clerk to support the work of our Governing Body. The role would suit someone who has spare time in the evenings and can be flexible with their working hours. Experience of a similar Clerking role would be helpful but not essential as some training can be provided.

To be clear about expectations, there are six series of meetings each year (one per term). Each series comprising two committee meetings (hosted on Teams) and a full board meeting (in person). Agendas and documents for each meeting need to be prepared, and minutes circulated afterwards. In between meetings there will be other tasks such as maintaining policies and policy update schedules, keeping up-to-date with legislation changes affecting governing bodies, and liaison with the Chair of Governors and Principal of the school.

We expect this work to be able to be completed in an average of around three to four hours per week. In weeks where meetings take place the hours may be greater, in other weeks – such as in school holidays - there may be much less to do. The contract is therefore for 182 annualised hours, paid over 12 months.

Application process

Please complete the application form supplied and enclose a supporting letter, either in the space provided on the application form or as a separate document. The application form should be completed in full in black ink or type. A CV is not required and should not be submitted as part of the application.

Your supporting letter should be no more than 2 sides of A4 (with a font size no smaller than 11) and should enhance your application by providing further information, matched to the person specification, about your suitability for this role.

Please also complete and return the Equal Opportunities Monitoring Form supplied.

If you have any questions about the application process or about the role please contact 01793 209700 or email recruitment@gwacademy.co.uk

Applications can be returned by post to:

Graham Davis
Principal, Great Western Academy
William Morris Way
Swindon
SN25 2PP

You should clearly write the word 'Application' on the outside of the envelope.

Electronic applications will also be accepted via email to recruitment@gwacademy.co.uk

Closing Date: 9am Monday 6th January 2025
Interviews: As soon as possible after the closing date

Please note we may interview before the closing date (and close the advert early) depending on the suitability, and number of applicants.

Great Western Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. All posts within the Trust are therefore subject to an Enhanced DBS and barred list check.

References: References will be taken up prior to interview.