

Vacancy
Clerk to the Local Governing Body
Applications close Tuesday 5th May 2026, at 9am

Start Date:	As soon as possible
Working Pattern:	Clerk to the Governors Working hours as required for approximately five meetings per year (please see below)
Salary:	NJC Salary Scale 5 Pt 11 Salary per hour £17.08 plus £2.47 holiday pay

Interviews will take place in the w/c 11th May 2026.

At Lumero Educational Trust we have a strong focus on building a diverse and inclusive environment for all staff and the wider school community. We welcome applications from all qualified applicants.

We are seeking to appoint a professional, energetic and enthusiastic individual, with a close attention to detail, to join our Multi-Academy Trust team of dedicated clerks. The main focus of work will be to provide a full clerking service to the Governors of Local Governing Bodies, ensuring adherence to all relevant legislation. This role will be clerking to Governing Boards with significant strategic insight and authority and the clerk will need to demonstrate an absolute commitment to confidentiality.

The role will sit within the established team of clerks with primary duties aligned to two of our primary schools.

Each meeting will require approximately 10 hours in total – 2 hours in preparation, 3 hours in attendance and 5 hours in circulating the resulting minutes and associated actions and administration. Evening availability will be required for the meeting but flexible home working is available for all other hours worked. Two additional hours per half term should be assumed to support Trust engagement, team meetings and training events. Additional hours may also be required to clerk for ad hoc committees.

Please refer to the Job Description and Person Specification for this post.

All trust employees are expected to be fully committed to the ethos and aims of the schools and trust. In return, the trust offers a highly supportive environment with a strong focus on staff wellbeing including an Employee Assistance Programme, available to all staff.

To find out more about us we recommend you look at our website <https://www.iniciotrust.org/> and, of course, you are most welcome to reach out if you have any questions about the role. Please contact Monique Manley, Governance Lead, via: HR@iniciotrust.org

Safeguarding and Equal Opportunities

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment for post is subject to a satisfactory Enhanced Disclosure and Barring Service check as well as references.

Lumero Educational Trust is committed to promoting and building a diverse and inclusive climate by extending diversity and inclusive awareness throughout our community. We aim to build and sustain a diverse and inclusive community where all individuals are appreciated and respected.

Lumero Educational Trust is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Applications

We are looking forward to receiving your application. Please apply, preferably online, using the Lumero Application Form, Job Description and Person Specification. Please note that we cannot accept CVs and that references will normally be taken up before the interview. Furthermore, please be aware that we will carry out a soft digital search for all candidates ahead of their interview. Applications should be emailed to HR@iniciotrust.org

We look forward to receiving your complete application by Tuesday 5th May 2026 at 9am.

Interviews are scheduled to take place in the week commencing 11th May 2026.



The Trust reserves the right to close, extend or remove the advert and interview suitable candidates prior to the above date.

Applications and enquiries should be emailed to HR@iniciotrust.org

Lumero Educational Trust

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