



Bengeworth Multi Academy Trust

Brilliant People • Better Schools • Bright Futures

Clerk to the Trust Board & MAT Company Secretary For Bengeworth Multi Academy Trust

Scale 5 Point 12 - 17 (£14.36 - £15.58 per hour + holiday enhancement)

Part time, permanent role

This is a Permanent Casual Contract to clerk, minute and administrate MAT Board meetings

Required to start January 2025 or as soon as possible

You are invited to join this highly successful Multi Academy Trust where we are committed to giving the best to our pupils.

This part-time, flexible post includes:

- Liaison with Trustees, CEO, Business Manager and Headteachers
- Preparing agendas with associated paperwork and scheduling meetings
- Minute-taking at Trust Board and subcommittee meetings
- Record keeping, monitoring and maintaining published governance information.
- To attend any necessary training and advise the board on clerking matters

This position requires confidentiality, discretion and good organisational skills. The workload is variable with the opportunity to work from home (excepting scheduled in-person meetings). Word processing, communication and productivity technology skills are essential.

Meetings are held in-person or online during evenings and some preparation work is required, including liaison with MAT senior leaders, the chair of the board and subcommittee chairs. 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 following each meeting.

Bengeworth Multi Academy Trust is committed to safeguarding children and promoting the welfare of all children and young people and expects all staff to share this commitment. Online checks will be conducted on all shortlisted applicants and all successful candidates will be subject to a Disclosure and Barring Service (DBS) enhanced check.

We would encourage you to view our governance page at www.bengeworthacademy.co.uk to read our accounts report and find out more about our Trust, our Board and the schools we operate.

To apply, please download and fully complete a MAT application form from the vacancies section of the school website, and return via email to vacancies@bengeworth.worcs.sch.uk. Completed applications must be received at school, either by email or by hand, by the closing date.

Closing Date: 12pm Monday 13th January 2025

Interviews: w/c 20th January 2025 - confirmed to successful candidates