



## Clerk to the Board of Trustees

Grade E12 - £27,711 Full time equivalent/ Actual Salary: £17,128  
25 hours per week  
Term Time plus 3 Weeks (Some evening work will be required)

The Newbury Academy Trust wants to appoint a well organised and proficient Clerk to the Board of Trustees and its committees. This is an excellent opportunity for the right person to join this high performing Trust. The successful applicant will support the Board and Committees to act efficiently and effectively in their governance of the Trust. The post would be suitable for an experienced Governance Clerk or an experienced Administrator. The Trust comprises of one Secondary School and two Primary Schools.

### Requirements of the Role (see full job description for further information)

- Report to the Chair of the Board of Trustees and work closely with the Executive Headteacher and wider Committees.
- Advise the Board and Committees on the conduct of meetings, procedural matters and compliance, within School Governance regulations.
- Take accurate minutes of all Board, Governing Body and Committee Meetings.
- Circulate policies and documents to appropriate Committees.
- Maintain training records for Governors/Trustees and ensure appropriate training is organised for Trustees/Governors.
- Excellent IT skills.
- Excellent administrative skills, including listening, oral and literacy skills.
- Outstanding accuracy and attention to detail in writing

If you feel that you have the experience for this role we would like to hear from you. Application is by letter and application form to Dr C Wilson, Headteacher, the latter including the names and addresses of two appropriate referees.

Further details can be obtained from Mrs Conway on 01635 510500, by email to [hr@trinity.newburyacademytrust.org](mailto:hr@trinity.newburyacademytrust.org) or visit the school's website [www.trinitynewbury.org](http://www.trinitynewbury.org)

The Trust has a commitment to safeguarding and promoting the welfare of children. This role is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All shortlisted candidates will be subject to online checks, they will also be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required.

**Please note: NAT reserves the right to interview suitable candidates before the closing date.**

**Closing date:** Wednesday 5<sup>th</sup> February 2025

**Interviews:** Soon thereafter

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*Trinity School is part of the Newbury Academy Trust*

