**Local Governance Officer**

**12 hours per week. (Term time) plus 8 days (during school holidays) Permanent Post**

**Salary from TPAT Point 9 (£24,023 per annum pro rata / £12.45 /hr)**

**(Negotiable, dependent on experience)**

**Available from February 2022**

We are seeking to appoint a Local Governance Officer to manage the administrative requirements of our secondary Local Governing Body. This role will provide efficient, professional and confidential administrative support for the Local Governing Board. General duties will include responding to queries from parents and other stakeholders via email and organising and administrating meetings of the Board, Committees and Panels. The role will be for 12 hours per week, worked flexibly and to include work during the evenings (Governor Board and Committee meetings are routinely held outside of school hours).

The post holder will have excellent administrative skills, be computer literate, efficient and organised with a good telephone manner. Some previous experience in working within a school or with a Governing Body would be desirable however, training will be provided.

For an informal discussion about the role please contact the Executive Headteacher, Mrs Jan Woodhouse on jwoodhouse@tpacademytrust.org or the Chair of Governors, Mr Mark Arnold, on marnold@tpacademytrust.org.

The TPAT Secondary Academies which this role serves (Cape Cornwall School, Hayle Academy and St Ives School) work in a collaborative partnership within the Truro and Penwith Academy Trust. The schools are supported by a shared Local Governing Body. Our vision is to create a responsive, vibrant learning community: a place of learning excellence for everyone.

This is an exciting time to join our Academies. Our staff are our most important resource and the successful candidate will have our full support in their contuing professional development.

Completed application forms should be emailed to: Miss A Daddow, Headteacher’s PA and Office Manager, andrea.daddow@hayleacademy.net

TPAT is committed to the safeguarding of children and young people and expects all staff to share this commitment. All offers of employment are subject to satisfactory checks and references, including a DBS check.

**Closing date for applications: midnight on Sunday 30th January 2022**

**Interviews: w/c 7th February 2022.**