



CLERK – GOVERNANCE

Grade: G4, SCP 09 £19,171 Pro Rata

We believe that every student whatever their background has the right to flourish, to achieve and to succeed and everything undertaken by Horncastle Education Trust should have this ambition as its heart.

Horncastle Education Trust comprises four local schools; Banovallum School, Frithville Primary School, New York Primary School and Queen Elizabeth's Grammar School. The Trust was formed from a genuine desire to work more closely together following the success of existing partnership work between the schools. Having both secondary and primary schools that are geographically close is something we take a pride in as a Trust.

We are looking for an individual who can fulfil the role of Clerk to support our governance function. Primarily to support the Local Governing Body for Frithville and New York primary schools, as a member of our governance team reporting to the Senior Clerk, you may be required to support Members, the Trust Board and other Local Governing Bodies. Meetings usually take place during afternoons and evenings, flexibility is essential and may encompass support for additional meetings in order to meet the governance needs of our Trust e.g. panels and hearings, or to provide cover for colleagues in their absence.

The role requires exceptional organisational skills and an eye for detail, along with the ability to work independently and meet strict deadlines. Responsibilities will include organising meetings, preparing documentation, minute taking, providing support and guidance on constitutional and procedural matters to ensure the legislative requirements across the Trust are met.

This is a permanent part time role of 105 hours per annum. If you are diligent, efficient, possess excellent communication skills and would like to join the governance team within our Trust, we would love to hear from you.

The Support Staff Application Form can be found online: <http://www.horncastleeducationtrust.org/vacancies>. Send your completed form along with a covering letter telling us about your experience and the skills you could bring to our Trust to the address below or enquiries@horncastleeducationtrust.org.

The closing date is 5th July 2020 and interviews will be held during week commencing 6th July 2020.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS disclosure.

Horncastle Education Trust
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