



The Bishop Anthony Educational Trust

Clerk to Governors Required for Bishop's Castle Primary School from 1st September 2018

**Grade 6, scp 18 – 21, £9.36 - £10.43 per hour
Approximately 13 meetings per year – 51 hours in total**

The Bishop Anthony Educational Trust are looking for experienced and enthusiastic Clerk(s) to Governors for Full Governor and Governor Committee meetings at Bishop's Castle Primary School.

The successful candidate(s) will have excellent organisational and administrative skills, and be able to deal with all Local Governing Body business matters confidentially.

Under the guidance of the Bishop Anthony Educational Trust and the Chair of the Local Governing Body, duties will include preparing and distribution of agendas, minute taking, handling of correspondence and advising the Governors on procedures.

Meetings are held either late afternoon or in the early evening. The post-holder would be expected to work from home, but would meet their Chair/Headteacher at the academy for pre-meetings discussions. A dedicated laptop would be provided and the Clerk would be expected to comply with Data Protection and Code of Conduct policies relating to the role.

Candidates should have knowledge of Microsoft, especially Word. Experience in procedures and minute taking is desirable but not essential, as training and support will be available through the Bishop Anthony Educational Trust.

The Trust is keen to grow opportunities for Clerks throughout its academies, and welcome applications from candidates who would wish to be considered for future vacancies. Please visit www.baet.org.uk for further information on the location of our academies.

The Bishop Anthony Educational Trust is committed to safeguarding and promoting the welfare of young people and the successful applicant will be required to undertake an enhanced DBS check. We follow a safer recruitment policy.

If you wish to discuss this role further, please contact Karen Bowen 01584 838880/
k.bowen@baet.org.uk.

**Application packs are available by calling 01584 838880 or enquiries@baet.org.uk
Please note CV's will not be accepted**

Closing date for applications: Midday on Thursday 7th June 2018

Interviews will be held at Bishop's Castle Primary School on Monday 18th June 2018