



Clerk to Trustees

10 hrs per week / 38 weeks per year Scale: Grade D

Horizon Multi Academy Trust are looking to appoint an exceptional candidate to provide professional clerking services to our board of trustees. The role will include providing advice to trustees and governors on governance, constitutional and procedural matters and provide effective administrative support including preparation and minuting of Governing Body and Trust Board Meetings.

The successful candidate will have excellent communication and organisational skills, be able to work independently whilst at the same time forming effective relationships with trustees, governors and school teams. This post will work on a flexible basis so the successful candidate must be able to organise their own time and work to strict deadlines. A knowledge of multi academy trust and governing body procedures and previous experience in a similar role is essential.

The job role will be on a flexible basis working during primarily during term time only. You will be expected to attend all evening and daytime Trustee or Governing Committee meetings as per the schedule.

For an application form or for more information, please contact Anna Pearce or Michaela Ford on 01752 770962 or by e-mailing: office@horizonmat.com

Horizon Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS Disclosure.

Closing Date: 12 noon 29th January 2018

Interviews: tbc

Start Date: asap