

At Waterton Academy Trust we are always seeking to expand our team of professional Clerks. If you are interested in applying for this role then please submit the application documents attached to this advert to hr@watertonacademytrust.org. Each application will be dealt with when received on an individual basis.

Post title	Clerk to Governing Body	Salary	£75 per meeting (approx. 4-5 hours work)
Employer	Waterton Academy Trust	Hours	3 meetings per year

Waterton Academy Trust, a trust of 13 primary phase schools in the Wakefield and Barnsley areas, is looking to employ a number of professional Clerks to support governance of the Trust and member academies. The Trust has enjoyed much positive press recently, regarding school improvement in challenging schools and is widely acknowledged as a desirable employer. We are in an exciting time as our central team is growing, and we are seeking new Clerks to join this friendly and welcoming team

The successful candidates will work alongside the Trust Governance Officer, academy Senior Leadership Teams and Governors. This is a fantastic opportunity to develop skills in a forward thinking Trust. The successful applicants will be need to be highly motivated and have a proactive approach.

A robust training programme will be provided for successful applicants, and support will be delivered from the central Trust team.

The role of a clerk includes:

- Attendance at 3 evening or afternoon meetings per year.
- Taking and producing accurate and comprehensive minutes of the meetings.
- Preparation and distribution of agendas.
- Management of information such as membership and attendance records.
- Responsibility for advising the Governors on procedural, constitutional and governance matters (training will be provided).

During the Covid-19 Pandemic all meetings and training are being held virtually. Meetings will be arranged centrally, and the Clerk will 'attend' virtually. Guidance and support on virtual meeting software will be provided.

With the exception of attendance at meetings all work can be completed flexibly in your own time, within meeting protocols. The Trust will work with applicants to identify suitable schools based on location and timings.

We are looking for someone who:

- Is able to maintain confidentiality.
- Has excellent administrative and communication skills.
- Can work flexibly.
- Has the ability to work on their own initiative with the minimum of supervision.
- Can work as part of the whole school/Trust team

Please contact Laura Clark, MAT Governance Officer on lclark@watertonacademytrust.org for further information.

Waterton Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for the successful candidate, this process is completed by an online third party company. The position is also subject to two satisfactory references.