



Advert

# Clerk to Governors

Salary Scale:	Band E Points 8-11 £20 493-£21 748 Full time equivalent Hourly Rate £10.92-£11.59
Contract:	Permanent, Part time, Term time Unfixed hours Approximately 150 hours across both secondary schools Approximately 225 hours for all 3 primary schools Actual hours will vary from week to week according to the schedule of meetings, which are mostly held in the evenings at the 5 schools in the trust (one meeting of the Full Governing Body and two committee meetings each term for each school)
Start date:	As soon as possible
Closing date for applications:	Friday 14th May 2021, 12 noon

If you are a dedicated and ambitious individual who has a real passion for clerking and thrives on collaboration and innovation, we have an exciting opportunity to offer.

The Directors of Holy Family Catholic MAT would like to invite applications from excellent, enthusiastic and engaging individuals for the post of Clerk to Governors.

This is a unique opportunity to work across our Holy Family Catholic Multi Academy Trust. This post will be based across the 5 schools in the MAT. The meetings will be at different schools, or at home where necessary if a Zoom meeting is required. Office space will be provided for typing minutes and preparing papers.

The role is term-time only and part time, and hours will be flexible across the year, to meet the needs of the governing bodies. The specific arrangements regarding the number of hours required will be discussed and agreed with the successful applicant but we anticipate approximately 4 hours per week will be required for secondary's and 6 hours per week for primaries . The majority of LGB meetings take place in the late afternoon or early evening. A flexible approach to working hours is essential as the successful candidate may be asked to service additional meetings in order to meet the governance needs of the Trust (for example pupil disciplinary committees, complaints panels) or to provide cover for other team members in their absence.

The role is based within the Trust Operations team though there is a requirement to work at all Trust schools, including for evening meetings.



Academy trust governance professionals are responsible for overseeing all aspects of governance effectiveness and compliance within the trust, ensuring governance adheres to good practice and meets all statutory and regulatory requirements. This is achieved by:

- Providing efficient, effective and confidential administrative support to the Governing Body in the performance of its statutory obligations;
- Ensuring governance at all levels is carrying out its functions;
- Helping to drive the development of the trust's governance framework and improvements to its systems, processes and structures;
- Managing and coordinating the delivery and ongoing improvement of governance support across the trust's academies.

**We offer:**

- A unique opportunity to work for a MAT which is one of 87 national teaching school hubs and includes the lead school for Cheshire and Wirral Maths Hub
- Mentoring and high level training
- Encouragement to develop your career with excellent promotion opportunities and opportunities to engage in system leadership
- A caring environment with well-being and work/life balance at its core.
- Inclusion in whole school and MAT teams – working together to achieve ambitious outcomes whilst valuing every individual's contribution

**Our Vision:**

Formation. Inspiration. Transformation.

**Our Mission**

To develop individual excellence, embrace opportunities and build strong communities with Gospel Values at the heart.

**Our Values**

Respect. Innovation. Courage. Trust.

**St John Plessington Catholic College** Voluntary Academy s an outstanding and oversubscribed 11-18 College. In 2018 the College again achieved a SSAT Award for "Exceptional student KS4 attainment" in recognition of being in the top 20% of schools nationally. It is the lead school for SJP Teaching School Alliance and based in Bebington.

**Our Lady of Pity RC Voluntary Academy** continues to provide a highly effective education for its pupils. Pupils are drawn from a wide catchment area - its three Catholic parishes. The school has a distinctive Catholic ethos and is committed to the formation of reflective and capable thinkers. In 2008 OLOP was judged by OFSTED to be 'outstanding' and over this period of time has been awarded numerous accolades. OLOP is based in Greasby.

**St Bernard's Roman Catholic Voluntary Academy** fulfils its vision of 'Excellence in all we do' and lives its daily mission of 'To grow, love and learn following Jesus'. In 2020 St Bernard's Catholic Primary School was judged by OFSTED to be good for overall effectiveness, with outstanding judgements for Leadership and Management and Personal Development. St Bernard's is the lead school for Ignite Teaching School Alliance and based in Ellesmere Port.

St Mary's Catholic College is a school for students of all abilities, which continually strives in all it does to realise its Mission Statement to 'Love and Serve Christ within us all'. St Mary's is based in Wallasey and home to the Trust's new 'Element Centre'.

**St Joseph's Catholic Primary** is based in Birkenhead and celebrates its mission statement 'Stepping up to excellence'. A new Head teacher was appointed in April 2017. In September 2019 a new Deputy Head teacher was appointed and together, the Head teacher and Deputy have realigned and expanded the Senior Leadership team to optimise capacity for continued improvement.

Partnership is important to us, as we know the difference working together can make.

Rooted in respect for each other, we strive to create the best opportunities for our schools to thrive in all aspects of their work.

For further details about this unique role and how to apply, please contact Claire Beckwith via email: [clairebeckwith@stjohnplessington.com](mailto:clairebeckwith@stjohnplessington.com) and complete the Support Application Form attached or visit [hfcmat.com](http://hfcmat.com)

We are committed to safeguarding and promoting the welfare of Children and Young People and expect all staff and volunteers to share this commitment