



Employer: Exeter Learning Academy Trust, EX2

Job Title: Clerk to Trust and Governing Bodies

Salary: Grade E: £24,012 to £32,704 FTE £12.45 - £14.02 per hour (subject to a pay award) 38 weeks' term time only.

Hours: 1026 hours per annum.

Terms: Permanent Post.

Closing date: 12 noon on Friday 3rd December 2021

Interviews: Thursday 9th December 2021

Exeter Learning Academy Trust (ELAT) is a partnership of schools based in Exeter. Our aim is to provide a quality education that opens up real choices for every one of our pupils, raising aspirations and helping every child to achieve their ambitions, no matter what their background. The Trust currently has four partner schools: Alphington Primary School, Bowhill Primary School, Ide Primary School, and St Thomas Primary School.

We are looking to appoint a well organised, reliable person with strong administrative and computer skills to join ELAT as our Trust Clerk. The post holder will fulfil the role and duties of the Clerk to the Trust Board and Local Governing Bodies. They will be required to attend all Trust Board and Local Governing Body meetings and produce accurate record of meetings. The successful applicant will support the Directors, Governors and Head teachers in guiding the Governing body on procedural matters.

The hours will be 1026 per annum to be worked flexibly to fit in with the meeting cycle of Trust and governing body business during the year and to include evenings for meetings. If you feel that you have the skills and abilities that we are looking for and are interested in working in an environment that is committed to promoting the most positive outcomes for our children, we would be very pleased to hear from you.

The closing date for applications is 12 noon on Friday 3rd December 2021. The Application form, Personal Specification and job details are available to download at:

<https://www.exeterlearningacademytrust.co.uk/vacancies/>

Please email your applications to: jobs@elatschools.com

Interviews will be on the 9th December 2021.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share our commitment. A DBS disclosure is required for this post and appointment will be subject to at least two references.

If you are interested in joining our team we would like to hear from you with details of the skills/experience you can offer. For further information, please email the CFO, Pauline Woodbridge at: pwoodbridge@elatschools.com