



Success Academy Trust
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admin@thomasestley.org.uk
www.successat.org.uk

September 2021

Governance Clerk(s)

Home working, with attendance at evening meetings.

- *Are you interested in supporting local schools and engaging with your community?*
- *Do you have basic administrative skills, good writing ability and an eye for detail?*
- *Would you like to gain new skills in a flexible, varied and interesting role?*

We have a vacancy for a clerk(s) to support our Trust and local governing boards.

Among other things you would be responsible for:

- The timely circulation of agendas
- Attending governing body meetings and the production of accurate minutes
- Monitoring governing body membership and attendance
- Maintaining the register of governors' business interests
- Providing administrative support to the governing body as part of the Trust's Governance team

LCC Grade 6-8 (depending on experience) £10.20 - £12.69 per hour

95 contracted hours per year (approx. 2.5 hours per week, term time only), for associated admin/ training time PLUS hourly claim for up to 10 hours per meeting

Clerking of Meetings will be paid hourly by monthly claim form and will be up to 10 hours per meeting to cover prep, clerking at meeting and post meeting actions/minutes/circulation; with hours agreed for any other duties. Hourly rate will be dependent upon experience. Mileage is also payable when in attendance although some meetings can be clerked remotely via Microsoft Teams.

This is an exciting opportunity for a reliable and conscience person (or two people) to support the Trust with clerking services for our Trustees and Local Governing Board meetings. The successful candidate(s) will provide administrative support to ensure that our governance remains fully informed and supported.

As a Success Academy Trust Clerk, you will receive excellent support, including access to professional development and briefings from the governance team/Company Secretary at the Trust Centre, in addition to regular training and networking opportunities alongside our other dedicated Trust/LGB clerks.

Success Academy Trust

Registered in England

Company No: 8135389

Registered Office: As above

VAT Registration No: 153 2274 31

Trust Principal: Mandi Collins

Chief Finance Officer: A.M. Willett



We expect our successful candidate(s) to have excellent administrative skills and ideally, although not essentially, to have had some clerking/minute taking experience.

Administration and communication is streamlined on to our cloud based systems for each school, for which full training would be provided.

This is an exciting opportunity for someone who can work flexibly around a calendar of scheduled meetings - most of which are in the evenings - but some of the work will be carried out at home or in one of the Trust schools, or remotely via Microsoft Teams.

About Success Academy Trust

Success Academy Trust (SAT) is a multi-academy trust currently educating around 2 000 children from the age of 2 to 16 in the villages of Broughton Astley, Cosby and the town of Hinckley. SAT currently has one secondary school – Thomas Estley Community College, three Primary schools – Cosby Primary, Hallbrook Primary and Richmond Primary and three preschools based at Thomas Estley, Cosby and Hallbrook Primary schools; with potential numerical and geographical growth in the future.

Trust Board meetings are generally held at Thomas Estley Community College in Broughton Astley but travel to other venues including the Trust's Primary schools for local governing board meetings/other training will form part of the role.

Role

Accountable to the Chair of Trustees, day to day operational support will be from the Company Secretary and Executive Principal. Ideally, you will have experience of clerking meetings, including the preparation of agendas, taking of minutes and distribution of information - but training and support can be given.

You will be required as part of the Governance Team to clerk meetings of the SAT full Board and subcommittee meetings (currently 10 per year in total, usually starting at 6pm and lasting 2-3 hours and will incur a further 4-7 hours admin time, which can be completed remotely. Additionally, as part of the Team, you would be required to clerk the Full Local Governing Board meetings at the three Primary schools in the Trust, currently 3 each per year. Plus ad hoc appeal meetings as required subject to availability. Ad hoc support for governance recruitment and other governance training events may be required.

Further information

If you would like to be considered for this role, please see Job Description and complete the support staff application form, both of which can be downloaded from www.thomasestley.org.uk/vacancies outlining how you meet the criteria for the post. Please return completed application to HR@thomasestley.org.uk by midday on 12 noon Wednesday, 15th September.

If you have any specific queries around the role that you require further clarification around prior to you submitting your application, please email them to the Trust Operations and Finance Officer/ Company Secretary, Ann-Marie Willett at awillett@thomasestley.org.uk

As this role is designated as a 'regulated activity' an enhanced DBS with barred list check will be carried out prior to commencement.

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Interviews – Candidates will be contacted week commencing by end of Friday, 3rd September to organise interview during the following week.

Start date would be as available from Autumn term 2021– With meeting dates will be shared/ assigned to the Governance Team members following appointment.

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