March 2019

**Clerk to the Board**

The Trustees of Success Academy Trust are seeking to appoint a highly organized and self-motivated Clerk to the Board. This is an exciting opportunity for someone to 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.

**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 two preschools based at Thomas Estley and Cosby Primary school; with potential numerical and geographical growth in the future.

Board meetings are generally held at Thomas Estley Community College in Broughton Astley but travel to other venues will form part of the role.

**Role**

Accountable to the Chair of the SAT Board and the Executive Principal, you will have experience of clerking meetings, including the preparation of agendas, taking of minutes and distribution of information.

You will have excellent written and verbal communication skills as well as knowledge of governance procedures and legislation to enable you to provide advice to the Board.

You will be required to clerk meetings of the SAT full Board and subcommittee meetings (currently 15 per year in total, usually starting at 6pm and lasting 2-3 hours and will incur a further 3-4 hours admin time, which can be completed remotely. Additionally, you would be required to clerk the Full Local Governing Board meetings at the three Primary schools in the Trust, currently 4 each per year. Plus ad hoc appeal meetings as required.

You will also coordinate the oversight of information from the individual school Local Governing Bodies subcommittee clerks as required to inform Trust meetings.

**Further information**

The successful candidate would need to have self-employment status and charging would be based on £125 per meeting including associated admin which would cover all additional costs associated with any Tax, NI, pension and transport costs that would be organised directly by you. Self-employment checks would be required including UTR check.

If you would like to be considered for this Self Employed role please send your CV and covering letter including two references and outlining how you meet the criteria for the post to **Mrs Mandi Collins, Trust Principal** by midday on 12 noon Monday 8th April 2019.

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

Interviews – Morning of Friday 12th April 2019 at Thomas Estley Community College

Start date – summer term – dates will be shared at meeting