



## **Clerk to Trustees and Company Secretary**

**16 hrs per week / 38 weeks per year Scale: Grade D**

Horizon Multi Academy Trust are looking to appoint an exceptional candidate to provide professional clerking services to our board of trustees. The role will include providing advice to trustees and governors on governance, constitutional and procedural matters and provide effective administrative support including preparation and minuting of Governing Body and Trust Board Meetings.

The successful candidate will have excellent communication and organisational skills, be able to work independently whilst at the same time forming effective relationships with trustees, governors and school teams. This post will work on a flexible basis so the successful candidate must be able to organise their own time and work to strict deadlines. A knowledge of multi academy trust and governing body procedures and previous experience in a similar role is essential, although training can be provided for the right candidate.

The post holder will be expected to work approx. 10 hours a week in the office over 38 weeks with 228 annualised hours on a flexible where you will be expected to attend all evening and daytime Trustee or Governing Committee meetings as per the schedule.

Frequency and location of meetings:

- **Trust Board** - 6 full Trust Board meetings per annum – usually starting at 6:30pm, meetings usually held at the Central Office – Sisna Park
- **Pomphlett** – 6 Local Governor meetings per annum – 3 starting at 2:00pm and 3 starting at 6pm, meetings held at Pomphlett Primary School.
- **Widewell** – 6 Local Governor meetings per annum – usually starting at 5pm, meetings held at Widewell Primary School
- **Hyde Park** – 6 Local Governor meetings per annum – variable start times, held at Hyde Park School
- **Victoria Road** – 6 Local Governor meetings per annum – usually starting at 4pm, held at Victoria Road Primary School

Meetings usually last approx 2 hours.

For an application form or for more information, please contact Anna Pearce on 01752 770962 or by e-mailing: [office@horizonmat.com](mailto:office@horizonmat.com)

Horizon Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS Disclosure.

**Closing Date: 12 noon 27<sup>th</sup> March 2020**

**Interviews: w/c 14<sup>th</sup> April 2020**

**Start Date: asap**