



THE GREEN SCHOOL TRUST

Clerk to the Governors Approximately 25 hours per month (variable)

Would you like to join us on our exciting journey as a growing Multi Academy Trust dedicated to the achievement and well-being of our students and staff?

The Green School Trust is seeking to appoint a Clerk to the Local Governing Bodies and committees of The Green School Trust who has experience of providing clerking services in an educational setting or is able to demonstrate appropriate experience to carry out the role along with a willingness to attend relevant training and development. Effective governance is essential to the success of our Trust which currently comprises two secondary schools, and our clerks have a key role to play in ensuring we support our schools in providing an excellent education for our students.

We are seeking a person of integrity with strong organisational and administrative skills able to commit to evening meetings and related administrative work outside of meetings. This is an excellent opportunity for a positive and professional individual who is genuinely interested in school governance and keen to keep up to date with current educational developments and legislation affecting academies. The position can be offered on either a self-employed or employed basis dependent on the circumstances of the individual appointed.

As a Church of England Trust school, we welcome applicants from all faiths and none but we do ask that applicants support the Christian ethos of our schools. A full programme of support for all new staff is provided.

This position is subject to an Enhanced Disclosure and Barring Service (DBS) check under the Rehabilitation of Offenders Act 1974. An enhanced DBS that is satisfactory to the Trust and two professional references will be a condition of employment.

The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment.

For an application pack please contact Karen Munday, HR Administrator recruitment@tgstrust.com or download the details from the Trust website: www.tgstrust.com Please send completed application forms to the address below or email to: recruitment@tgstrust.com

Closing date for applications: Monday 28th May
Interviews w/c: Monday 4th June

Executive Headteacher: Mrs Sally Yarrow

The Green School Trust is a charitable company limited by guarantee and registered in England and Wales under company number 08608665 with registered address: The Green School Trust, Busch Corner, London Road, Isleworth, Middlesex, TW7 5BB. The Green School for Girls and The Green School for Boys are the trading names of The Green School Trust.

Telephone number: 020 8321 8080 | email: enquiries@tgstrust.com | www.tgstrust.com