



Creating Tomorrow Multi Academy Trust

•Respect

•Inclusion

•Achievement

Chief Executive Officer Kevin Latham

Chief Operating Officer Esther Bushell

Chief Finance Officer Anthea Murphy

Creating Tomorrow Multi Academy Trust

CLERK TO THE LOCAL GOVERNING BODY

Four posts available

Post 1 – Kettering, six afternoon meetings per year in term-time

Post 2 – Kettering, six early evening meetings per year in term-time

Post 3 – Daventry, six early evening meetings per year in term-time

Post 4 – Luton, six early evening meetings per year in term-time

Actual Salary £117.72 to £120.12 per meeting to cover preparation, attendance and post-meeting work as defined in the job description.

For candidates willing to travel between sites, the meetings are scheduled so that these posts may be combined. Please state on your application which post/ posts you are applying for.

Creating Tomorrow Multi Academy Trust operates three Special Schools across Northamptonshire and welcomes a Special Free School in Luton into the Trust from September 2021.

We are now looking for colleagues to join our team as clerks to provide full administrative support to the members of each school's Local Governing Body.

You should have a thorough understanding of the laws that affect school academies, and will be responsible for ensuring that the Local Governors are aware of, and comply with, standard financial and legal practice and maintain standards of corporate governance. Working within the governance team of the MAT led by the Company Secretary, you will be offered comprehensive support and guidance to ensure that you are successful in the role.

We are looking for someone who is highly organised, has a desire and willingness to learn and has a positive and proactive approach to their work. Previous experience as a clerk to a school or public body would be advantageous.

As clerk, you will organise and attend 6 x termly meetings of the local Governing Body meetings per year (depending on the needs of the school, there may be adhoc additional meetings paid at the meeting rate above).

For Post 1, meetings are typically held at 2.30pm. For Posts 2,3 and 4 meetings are typically held at 4.30pm but timings could vary. Meetings are typically 2 hours long.

Closing date: Monday 12th April 2021 12.00 Noon

Interviews w/c: 19th April 2021

We welcome calls to discuss this further, Please contact Ellie Edwards on 01536 500030 or email recruitment@creatingtomorrowtrust.co.uk to make arrangements.

Creating Tomorrow Academy Trust is committed to safeguarding young people, promoting the welfare of all students, and expects all staff and volunteers to share this commitment. Enhanced clearance from the Disclosure and Barring Service will be undertaken for the successful candidates.

Creating Tomorrow Academies Trust – Tel: 01536 500030 www.creatingtomorrowmat.co.uk

Creating Tomorrow College – www.creatingtomorrowmat.co.uk

Daventry Hill School – Tel: 01327 703135 www.daventryhillschool.co.uk

Isebrook School – Tel: 01536 500030 www.isebrooksen.co.uk

Wren Spinney Community Special School – Tel: 01536 481939 www.wrenspinney.co.uk