



THE SCHOOLS OF KING EDWARD VI IN BIRMINGHAM

In pursuit of educational excellence for all

**Clerk to the Local Governing Bodies. Salary: £12 - £15 per hour, depending upon experience
Home based with school attendance. Flexible hours (minimum of 100 hours per school)**

The Foundation Office is part of the charity, The Schools of King Edward VI in Birmingham. It provides managerial, finance, HR & payroll, admissions and back-office support to the King Edward VI Schools in Birmingham.

We are looking to appoint one Local Governing Body Clerk, to support two or three schools within King Edward VI Academy Trust Birmingham on a flexible part-time basis. The Clerk will support the Company Secretary within a wider professional team based at the Foundation Office. The position is mainly home based, but involves attending daytime and evening meetings, whilst also working closely with the allocated schools.

We are looking for a Clerk who has exceptional communication skills, both written and verbal. The ability to work independently, with attention to detail, discretion, and have an understanding of the need to maintain confidentiality. A Clerk with drive, enthusiasm and flexibility to take on this varied roles.

Further information about the Foundation and the application pack for this post, can be found at: www.schoolsofkingedwardvi.co.uk, or can be obtained from:

The Schools of King Edward VI in Birmingham, Foundation Office, Edgbaston Park Road, Birmingham, B15 2UD, Tel: 0121 472 1147, Email: personnel@ske.uk.net

Closing date: Friday 9th February 2018

The Schools of King Edward VI in Birmingham is an educational charity supporting nine secondary schools and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role. CHARITY NUMBER: 529051