**Impington Village College**

**Clerk to the Governors of the Local Governing Body**

**SO1 (£30,151- £32,020 pro rata) dependant on skills and experience, 2 hours per week, 38 weeks per annum**

**Impington Village College, Cambridgeshire**

**Flexibility of approach, an average of 2 hours per week, 38 weeks per annum. There are 6 scheduled meetings per year.**

Impington Village College is part of Eastern Learning Alliance. We are passionate about and deeply committed to comprehensive, community-rooted education. We are looking for a colleague who can support the Local Governing Body and undertake responsibilities as clerk, maintaining confidentiality at all times and act as the first point of contact for the local governing body.

You will play a key role undertaking the full range of duties as clerk to the local governing body.

If you have the following skills, we would love to hear from you:

* A super organised administrator with a high attention to detail
* You work well under pressure and take multi-tasking in your stride
* The ability to work confidently and collaboratively
* You are a confident communicator with a positive can-do attitude

**What can ELA offer you?**

ELA offer a sector leading staff benefits offer alongside bespoke, high quality CPD programmes, cross-trust events, and exceptional opportunities for career development within our innovative family of schools.

**ELA staff benefits include:**

* Reduced contact time to enable professional development;
* EAP with access to counselling & physiotherapy;
* Health care cash plan;
* Paid annual family day;
* Extensive discount club access;
* Cycle to work & electric car lease schemes;
* Enhanced parental leave;
* Flexible work practices;
* Laptop & mobile phone payment plans;
* Ticket ballots for high profile events;
* Generous annual leave allowance for support staff;
* Discounted gym membership for all staff.

Our Trust is committed to equal opportunities, to safeguarding and the promotion of the welfare of children, young people and vulnerable adults.  All staff are expected to share this commitment and undergo the appropriate checks.  All positions within the Trust are subject to enhanced DBS checks and satisfactory references along with a Certificate of Good Conduct if applicable.  Only applications submitted on using the ELA application form will be accepted.  We do not accept applications by CV.

Please find the link to our school Safeguarding policy: <https://www.impington.cambs.sch.uk/policies/>

An application pack is available from our website [www.easternlearningalliance.org.uk](http://www.easternlearningalliance.org.uk) Applicants must complete a College application form - we cannot accept CVs.  Potential applicants are strongly encouraged to visit the College or speak with existing staff; please contact our HR Team on hrenquiries@ivc.tmet.org.uk to arrange a visit with one of our Assistant Principals.

If you would enjoy bringing your organisation skills and enthusiasm to this role, then contact Julia Haynes, Impington Village College (hrenquiries@ivc.tmet.org.uk) with an application form and letter outlining why you think you would be a good fit for this role. Closing date is 10am Monday 16 January. An application pack is available on our website [www.tela.org.uk](http://www.tela.org.uk).

Due to the high volume of applicants, we receive for certain roles, we reserve the right to close a vacancy earlier that the advertised date is we have received applications that reach the criteria.