

Bohunt Education Trust is seeking to appoint up to two Governance Clerks to join our team of Clerks delivering a high quality clerking service to our academy local governing bodies (LGBs) at Steyning Grammar School and/or Bohunt Worthing. Applicants can apply for one or both roles.



Governance Clerk to Local Governing Body

£13-15 per hour, 6 meetings a year, 13 hours per meeting plus for SGS, 6 hours per term for Boarding Committee-

Term time only

The Local Governing Body of Steyning Grammar School to appoint a highly organised, self-motivated and personable Governance Clerk to join the school as soon as possible.

This is an exciting opportunity to join our governance team, which will include access to regular team meetings and training. Successful candidates will have excellent communication, interpersonal and organisational skills, and be able to work independently and organise their own time whilst working to strict deadlines. Because of the nature of this role, discretion and confidentiality are vital.

The role will include finalising agendas, organising paperwork, producing minutes and providing advice to governors on procedural and legislative matters in accordance with our Trust's governance approach and relevant statutory guidance and policy, under the guidance and support of the area Governance Co-Ordinator.

A flexible approach to working hours is essential as the role involves some twilight / evening meetings which tend to cluster in certain weeks of term. Governance Clerks are based at home and must provide their own equipment to undertake this role. However, Governance Clerks are required to attend 6 meetings of the LGBs where these are held in person (these are held each half term dates agreed a year in advance). These half termly meetings are set a year in advance, and usually are held in twilight/evening sessions.

Your support of effective governance in the Trust will contribute towards the best outcomes for the students in the School you support.

Good computer and Microsoft software package skills and a willingness to become confident with Google drive are essential, as is the ability to work and communicate with a variety of stakeholders. Previous governance experience in any capacity is helpful but not essential as full training will be given. You should also be interested in education and committed to the best interests of young people, as well as being able to deal with matters tactfully and confidentially.

If you feel you could contribute to our school's success please read the job description and person specification for further details and complete the BET support staff application form. If you would like to discuss the role further please contact Terri Jeffrey – HR Officer at recruitment@sgs.uk.net or Raine Ryland, Director of Governance on 01428 724324 (ext 316).

TO APPLY:

Please send your completed application form to recruitment@sgs.uk.net

Closing date:	Monday 20 September 2021 12 noon
Interview date:	TBC
Start date:	ASAP

Bohunt Education Trust is committed to safeguarding and promoting welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment including through a disclosure and barring service check at enhanced level. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.