

## **Virtual Clerk to Local Academy Board**

**Scale 7 - £11.50 - £12.69 (per hour)**

**Dependent on the academy, there is normally 3-6 meetings each academic year, with 6 hours allocated to each meeting.**

This is an exciting opportunity for a dynamic, flexible and professional individual with excellent organisational skills and proven administrative experience to support the Local Academy Board.

The role is mainly home-based, however there may be occasions when a meeting may have to be attended in person.

The successful applicant will play a vital role, supporting our Local Academy Board(s) in their role of overseeing the strategic direction, educational performance and financial leadership of the academy. The Clerk will oversee the organisation of meetings, record accurate minutes, and with the support of the Trust's Policy & Governance Officer, advise on changes in legislation, policy, governance and constitutional issues and support the Chair and other members as required.

A self-motivated person is required with the ability to work under their own initiative, manage deadlines, have an eye for detail and keep accurate records. The ability to remain impartial, comply with data protection, DfE and Academy legislation, NGA advice, communicate effectively and maintaining confidentiality are essential.

It is a requirement of the role to have access to the internet at home and a laptop will be provided. As well as excellent Microsoft Office skills being a requirement, due to the nature of the role, experience of Microsoft Teams and Zoom are essential to fully undertake this role.

For an application pack, please email [admin@dhmat.org.uk](mailto:admin@dhmat.org.uk) or call 01584 838880

**Closing Date: Thursday 18<sup>th</sup> March, 2021 (12pm)**

**Interview Date: Friday 26<sup>th</sup> March 2021 (Virtual)**

**The Diocese of Hereford MAT is committed to safeguarding and promoting the welfare of our children and expects all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS check and follows our safer recruitment policy.**