



## **Clerk to Governors**

**Salary £17,391 pro-rata 370 annualised hours (circa 10 per week)**

The Central RSA Academies Trust is a Multi-academy Trust that currently is formed by five schools based in the West Midlands.

We are looking to appoint two Clerks to Governors to provide professional clerking services, one for a Redditch Local Academy Governing Board (LAGB) and one for a Sandwell LAGB.

This is an exciting opportunity for someone to join an established governance team and work flexibly around a calendar of scheduled meetings, supporting the Principal, the Executive Team and the appointed Governing Body in the delivery of governance policy, working within the broad context of legislative requirements.

The successful candidate will have excellent communication and organizational skills, be able to work independently and able to organize their own time whilst working to strict deadlines. The role will include providing advice to the Governors on constitutional and procedural matters and providing effective administrative support.

Working hours will be on a flexible basis of circa 10 hours per week (370 annualised hours) with the majority of meetings being in the evening.

**A full job description, person specification and application pack can be found on our website: [www.centralrsaacademies.co.uk](http://www.centralrsaacademies.co.uk).**

**For an informal chat about the role, please contact Jane Dominese, Head of Corporate Services, on telephone number: 0121 270 3117.**

**Closing date for applications is Monday 10<sup>th</sup> September 2018 at 12:00 noon  
Interviews will be held on Friday 14<sup>th</sup> September 2018**

*Central RSA Academies Trust is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. All our posts are subject to an enhanced DBS disclosure, 2 work references and other employment checks.*