



CLERK TO THE TRUST BOARD (GOVERNANCE PROFESSIONAL)

Job Overview:

The Headteacher and Trustees of Brookvale Groby Learning Campus are looking to appoint an experienced and dedicated Clerk to the Trust Board (Governance Professional). We are seeking an individual who is highly motivated, organised, and is able to provide an efficient and professional service. The Clerk should enable the Trust Board to support senior leaders in achieving the highest standards of progress and attainment. The school is fortunate to work with a Board of highly effective, supportive and enthusiastic Trustees, some of whom have been in post for a number of years.

The campus has been through a period of significant change having converted to a multi academy trust in 2017 and a merger to a single academy trust from September 2019. Our founding schools were Brookvale High School, an 'outstanding' 11-14 high school, and Groby Community College, a 14-19 upper school graded as 'good with outstanding features'. Now, as a united campus, we meet the educational needs of over 1500 students with over 300 of those enrolled in our Post 16 provision.

The main duties of this post will include liaising with the Chair of Trustees and Headteacher to preparing agendas – ahead of each meeting, as well as the preparation of documentation, taking and distributing minutes, recruitment of new Trustees when necessary, maintaining records of Trust Board business and giving procedural and legislative advice to the Board. The school uses the Google environment for the distribution of all documents ahead of each meeting. Meetings are held outside of school hours on a Tuesday evening, beginning at 5.30pm; currently meetings are a mixture of virtual Google Meets, as well as face-to-face on campus. Flexibility in attending meetings is required.

Salary:

Grade 8: £11.49, rising to £12.69, per hour (pay award pending) – with 10 hours being allocated for each meeting for preparation, attendance at meeting, transcription of minutes. Total: 130 hours per year.

Additional 60 hours pay for attendance at Clerking Network meetings (continual self-development) and for reading/review of latest guidance/legislation. Any extra hours are via separate negotiation.

Annual commitment:

- 5 meetings of the Trust Board per academic year
- 4 meetings of the Finance and Operations Committee per academic year
- 3 meetings of the Education and Standards Committee
- 1 Annual General Meeting of the Members

Application process:

Full details, along with an application form, can be found on the school's website – www.brookvalegroby.com

To apply, please send your completed campus application form to: hsmart@brookvalegroby.com for the attention of Mr W Teece (Headteacher) and Mr C Acton (Chair of Trustees). The post is subject to suitable references.

Closing date for applications: **Monday 4th October 2021, 9am.**

Contact details in the first instance:

Ms Helen Smart
Business Director
Brookvale Groby Learning Campus
Ratby Road
Groby
Leicester
LE6 0FP
0116 2879921
hsmart@brookvalegroby.com

Brookvale Groby Learning Campus is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.