



DUKE'S

ALDRIDGE ACADEMY

Required: September 2020
Role: **Clerk to Governors**
Contract Type: Tasked based
Salary: £17 per hour / £255 per meeting

Aldridge Education is seeking to appoint an enthusiastic and highly motivated Clerk to the Governors to provide advice to the Governing Body on governance, constitutional and procedural matters for their Duke's Aldridge Academy.

There will be a total of 5 planned LGC meetings per academic year plus additional meetings e.g. exclusions/appeals/staff panels and parental meetings as necessary.

The successful candidate will be responsible for:

- Preparation, typing and distribution of agendas and associated paperwork
- Accurate note taking and typing up of minutes at Governor meetings as well as any working parties
- Maintaining accurate records of the Governing Body and its membership and updating DfE records
- Initiate recruitment process for appointing new Governors and sending out welcome packs
- Advising the Governing Body on procedural issues, legal responsibilities and constitutional matters
- Policy preparation, maintenance, and distribution to staff and Governors

Knowledge of how schools and governing bodies operate would be an advantage along with previous experience of similar work.

A copy of the job description and person specification can be found on the Aldridge website at www.Dukesacademy.org.uk. Please do not hesitate to contact Mrs Clea Holmes should you require any further information.

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

If you are interested in this role, please complete an application and return it for the attention of Clea Holmes, Human Resources Manager via email at recruitment@dukesacadmey.org.uk.

Deadline for applications: 6 July 2020

Interviews: 10 July 2020