

THE SALTERNS ACADEMY TRUST

c/o ADMIRAL LORD NELSON SCHOOL
DUNDAS LANE
PORTSMOUTH
PO3 5XT

Tel: 023 9236 4536

Email: recruitment@mayfield.portsmouth.sch.uk

**CLERK TO THE GOVERNORS OF MAYFIELD SCHOOL
(Home-based)**

Salary: £20.52 per hour depending on experience

Contract: Permanent

Hours: Approx.8 Meetings per year (evenings), to include pre-meeting preparation and post meeting follow up and general administration of the Academy Committee

Candidate applications will be screened on receipt and applicants will be called for interview if their application is of interest. The vacancy will be withdrawn as soon as a suitable candidate is identified.

Start date: To be negotiated with the successful candidate.

The Salterns Academy Trust comprises three schools: Admiral Lord Nelson School, Trafalgar School and Mayfield School and is based in Portsmouth.

We are seeking an experienced clerk to provide a professional, efficient, helpful, and knowledgeable clerking service to the Governors of Mayfield School. The role includes liaising with the Chair of the Academy Committee, Governors, Head teacher & SLT, the Trust Executive Team and other stakeholders.

The successful candidate will:

- Provide advice on governance, constitutional and procedural matters
- Provide pro-active and efficient administrative support
- Provide professional and accurate minutes capturing support and challenge, as appropriate
- Ensure minutes are accurate and produced in a timely manner
- Ensure the Governing Body is properly constituted and provided with appropriate information in accordance with legal requirements
- Manage the annual cycle of meetings, maintaining a Forward Plan of agenda items and an Action Tracker
- Have good knowledge of Microsoft Office, including Word, Excel, and Outlook. Knowledge of using virtual platforms for meetings would be helpful.
- Be highly motivated and able to use their own initiative
- Be able to work independently and as part of a team
- Be positive, well organised and energetic, with a good sense of humour

Previous experience of working with an Academy Trust and/or School Board of Governors would be advantageous.

The Salterns Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all

our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

To apply please complete the application form that can be found on the website www.mayfield.portsmouth.sch.uk and return it together with a letter of application to recruitment@mayfield.portsmouth.sch.uk