



Ashley Hill Multi-Academy Trust

Knowl Hill C of E Academy
Head of School: Nichole Bourner

White Waltham C of E Academy
Head of School: Matt Thompson
CEO Mrs Isabel Cooke

Bisham C of E Academy
Head of School: Laura Morel

Clerk to the Governors (Ashley Hill Multi Academy Trust)

Part-time, Permanent

Salary Range (11 - 17) - £10.97 - £12.35 per hour (£2,237.88 - £2519.40 per annum)

Hours of work - 204 clerking hours per annum (plus any additional hours required)

The role will require 17 hours per month covering agenda, minutes and board meetings (currently nine governing body meetings, six directors' meetings, one annual general meeting and one extra ordinary meeting). Meetings usually start in the evening. Unexpected meetings may need to be held over the year which can be claimed on an overtime sheet.

The role

The Governing Body at Ashley Hill Multi Academy Trust (MAT) are seeking to appoint a highly organised, self-motivated Clerk with a professional manner and effective communication skills required to provide full support to the Governing Body. This is a key role which includes providing administrative and procedural advice to the Governing Board and keeping Governors abreast of policy updates and changes.

The Clerk plays a vital role in ensuring the smooth running of meetings, preparing agendas and papers and taking accurate minutes. The successful candidate will have experience of working effectively in a clerk/administrative or secretarial role and be able to demonstrate excellent organisational and communication skills. The Clerk will also need to become familiar with the DFE Governance Handbook and provide accurate advice to Governors, as necessary. Candidates should have experience of effective record keeping, strong IT skills and be committed to maintaining confidentiality at all times. Experience of clerking in a school is desirable.

This role offers good flexibility with working hours and the ability to work from home. However, the successful candidate must be able to attend a minimum of 17 committee meetings per school year, which are usually held during the evening. In addition, Clerk support will be required at other ad hoc meetings and training.

The Multi Academy Trust comprising of White Waltham CE Academy, Knowl Hill CE Academy and Bisham CE Academy is founded on Christian principles and dedicated to serving the community. Our three thriving village schools who work in collaboration with each other are enthusiastic, hardworking and happy schools.

For an application pack (or to arrange a visit) please email: sprovince@ashleyhill.org (Telephone 01628 482910)
All visits are warmly welcomed. Applications considered on receipt.

The Trust is committed to safeguarding children and is an equal opportunity provider. All appointments are made subject to satisfactory references and enhanced DBS disclosure.



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