



Malmesbury School Support Staff Advert

Clerk to the Governing Body



Start date: ASAP

Salary: NJC Scale point 8 £20,493 pro-rated (£916.04 per annum actual)

School context: Mixed 11-18, comprehensive, number on roll: 1435

Contract type: Permanent. 2 hours per week (8 hours per month) Term time only (38 weeks)

Our Board of Governors are looking to recruit a Clerk, to replace their current clerk who is retiring.

The position involves working closely with the Chair of Governors, to provide administrative support to the Local Governing Board, including preparing and circulating meeting agendas and minute taking at the Board and ad hoc Panel meetings.

The Clerk will also provide advice on current and emerging regulations and good practice to ensure that the work of the Governing Body is efficient, effective and compliant.

The Clerk role is a part-time position, equating to approximately 2 hours a week, term time only. It would suit an organised and self-motivated individual with a background in administrative support. Prior experience of clerking is not required as training and mentoring is available.

Malmesbury School is a successful and growing 11-18 school with approximately 1,400 students on roll in the attractive town of Malmesbury, surrounded by stunning Wiltshire countryside with easy access to the M4. We enjoy excellent modern facilities and offer unparalleled support and opportunities to staff who wish to develop their skills and leadership.

The Athelstan Trust is a Multi-Academy Trust formed in 2015 currently consisting of five secondary schools (Malmesbury School, Bradon Forest School, The Dean Academy, Sir William Romney's School and Chipping Sodbury School) in Wiltshire, Gloucestershire and South Gloucestershire. All our schools share a deep commitment to delivering an excellent comprehensive education to all the students in the Trust. The Trust offers further career development opportunities for colleagues to work across more than one school in a supportive environment.

Please complete the trust [application form](#) on our school website and accompany this with a letter (of no more than two A4 sides) outlining your experience to-date and the particular strengths, interests and qualities that you could bring to the position. Please read the relevant job description. If you wish to discuss the role further, please contact Jan Hainsworth at jhainsworth@malmesbury.wilts.sch.uk.

The closing date for applications is noon on Wednesday 1 December 2021 with interviews taking place on Tuesday 7 December 2021

The Athelstan Trust is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this obligation. The successful candidate will be required to undertake an enhanced disclosure by the DBS. Please visit the school website for further information at www.malmesbury.wilts.sch.uk.

The school welcome booklet is here: <https://malmesbury.wilts.sch.uk/wp-content/uploads/2021/09/Welcome-booklet-21-.pdf>

Address: The Athelstan Trust t/a Malmesbury School, Corn Gastons Road, Malmesbury, SN16 0DF

Telephone: 01666 829700

Email: admin@malmesbury.wilts.sch.uk

Website: www.malmesbury.wilts.sch.uk

HAPPY CARING EXCELLENT



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Company No: 7699625

