**Clerking vacancy within the JMAT Trust – various schools**

**JAMES MONTGOMERY ACADEMY TRUST**

**Salary details: Band E to F depending on experience**  
**Job details: Permanent Clerk to Governors**

**Closing date: 30/09/2020**

**Start date: Asap**

The James Montgomery Academy Trust is successful and growing Multi Academy Trust. We operate on a structure of Governors holding the schools and its leadership to account. This is achieved and facilitated through good clerking arrangements to determine that the children, families and staff within our Trust are centered in all that we do.

We are seeking to appoint a well-motivated, excellent, committed Clerk to Governors to work across a number of our schools.

We are seeking:-

* A good communicator who is competent and confident in minute taking.
* Has experience or understanding of working within a school setting.
* Is able to work flexibly to achieve goals.

Duties will include:-

* Attending, minuting and documenting meetings of governing bodies.
* Supporting the Chair of Governors to preside over meetings.
* Keeping up-to-date records as required.

Closing date:  30.09.20 at 12 noon

Application forms are on our website [www.JMAT.org.uk](http://www.JMAT.org.uk)

This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the Disclosure Scheme can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)