



MAT Clerk (to the Multi Academy Trust Directors and Local Governing Bodies)

Scale E Point 21

12 hours per week flexibly worked, Term Time only: £10.44 per hour, £5,426 per annum

Required for January 2018, permanent post

St John the Baptist Catholic Multi Academy Trust comprises 7 schools in Norfolk and North Suffolk, with much of the administration based in Notre Dame High School in Norwich.

We are seeking a Clerk to work within the MAT and provide support to the Directors and Local Governing Bodies meetings. This is a part time flexible role, with time demands that will change week to week. A great advantage to this role is that we have a pre published annual calendar so that the postholder can benefit from flexibility in their working patterns. As such this post may suit someone who wishes to balance some relatively full weeks with weeks where they are commitment free, all published well in advance to allow for planning.

The Clerk will work closely with the MAT Operations Manager, who is based at Notre Dame, and is able to work from home for some of the work. The successful applicant will have good organisational, ICT and minute taking skills to support the attendance, clerking and minute taking of the various meetings within the MAT.

This post requires flexibility in terms of location and availability to attend calendared Directors and LGB meetings. Meetings may take place in various locations across the MAT and at various times. Flexibility is available for home working in the production of agendas and minutes. The MAT Clerk will have some term time weeks where perhaps 5 meetings will require clerking and some weeks without any meeting requirements at all. The MAT Calendar will be published at the start of the year and will enable the postholder to organize their working patterns to suit. Travel expenses can be claimed for reasonable travel, to be discussed at interview, and a laptop will be provided.

- For an application form and further details including a job description and person specification, please visit our website at www.stjohnthebaptist-cmat.org.uk
- For an informal discussion about the role, please contact John Eady jeady@ndhs.org.uk

Closing date: Thursday 30th November (midday)

Interview date: Friday 8th December

St John the Baptist Catholic MAT welcomes applications from members of minority ethnic communities and those with disabilities. The MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You will be subject to DBS checks along with relevant employment checks.