



ST JOHN THE BAPTIST CATHOLIC
MULTI-ACADEMY TRUST
PREPARE THE WAY



JULIAN
TEACHING SCHOOL HUB



Norfolk
Research
School

TRUST CLERK ADVERT

Contract Type	Permanent
Contract Term	Part-time/Flexible
Salary	£8,942 - £9,532 annually (Actual) - Scale E 7-11
Closing Date	Midday Friday 15 th November 2024
Start Date	1 January 2025
Positions Available	1
Interview Date(s)	To be confirmed

The Directors of St John the Baptist Catholic Multi Academy Trust are seeking to recruit a professional clerk to support effective governance across the Trust. St John the Baptist Catholic Multi Academy Trust is a family of eleven Catholic schools committed to providing an exceptional education within a Christian environment, so that all pupils can thrive and embrace all possibilities.

The clerk will play a crucial role in providing administrative support and governance advice to the Trust's Board of Directors and Local Governing Bodies, thereby supporting the smooth operation and functioning of the schools and trust.

The clerk will support meetings for the Board and the Local Governing Bodies of the nine schools based in Norfolk and North Suffolk, as well as working closely with the Trust Compliance Manager. This is a part-time role, with meetings and hours varying from week to week. The role will involve about 15.5 hours per week worked flexibly over 38 school weeks.

Key responsibilities

- Providing high-quality administrative support to the Board of Directors, Local Governing Bodies and the Teaching School Hub
- Scheduling meetings and ensuring actions are followed up promptly
- Preparing and distributing agendas, documents, and minutes ahead of meetings.
- Attending and taking accurate minutes of meetings
- Advising on constitutional and procedural governance matters, in line with the Trust's guidance, as well as ensuring compliance with relevant legislation and policies.
- Ensuring safe and secure storage of governance documents
- Supporting effective communication between the Board, Local Governing Bodies, and external stakeholders



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What are we looking for?

We are looking for an organised and proactive individual with excellent written and verbal communication skills and a thorough understanding of governance procedures. The ideal candidate will have:

- Previous experience in a clerking or administrative role
- Knowledge of legislation and policies relating to school and trust governance
- Exceptional minute-taking and record-keeping skills
- Ability to work independently, manage multiple priorities and meet deadlines
- Proficiency in using IT
- Someone who has their own transport, as there is a significant amount of travelling involved

What do we offer?

- Belonging to a professional, supportive and collaborative Trust team
- A generous Local Government Pension Scheme
- A commitment to professional development and wellbeing, as set out in our Staff Charter
- Flexible working arrangements
- Employee Assistance Programme

If you would like to know more about the post, please download the Job Description.

Preliminary queries regarding the post are welcome by arrangement with the Trust Compliance Manager, John Eady jeady@ndhs.org.uk

St John the Baptist Catholic Multi Academy Trust welcomes applications from members of minority ethnic communities and those with disabilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment in accordance with safer recruitment practices and the statutory guidance in Keeping Children Safe in Education.

Successful applicants will be required to provide references and undertake an Enhanced Disclosure and Barring Service (DBS) check and comply with the Safeguarding Policy and Child Protections practices of the Trust.

We are unable to provide sponsorship for this position, so please ensure you have the right to work in the UK before you apply.