



SAPIENTIA
EDUCATION TRUST

CLERK TO LOCAL GOVERNING BODY

PART TIME PERMANENT POSITIONS AVAILABLE FROM SEPTEMBER 2018

Hours per annum: Minimum of 72 hours per annum per school (subject to increase pending review)

Salary: Pro-rata £806.40 per annum per school (inclusive of holiday pay)

(FTE £18,870, Point 18)

The Sapientia Education Trust is seeking to appoint Clerks to Local Governing Body's to schools across the Trust.

The Clerk to the Local Governing Body (LGB) will provide advice to the governing body on governance, constitutional and procedural matters. The successful candidate will provide effective administrative support to the governing body and its committees as well as ensure that the governing body is properly constituted, and information is managed effectively in accordance with legal requirements.

The Sapientia Education Trust was established in 2016 with the purpose of bringing like-minded schools together to work in partnership to deliver the highest standards of education to young people in Norfolk and Suffolk.

To apply, please download and complete an application form from the Sapientia Education Trust website (www.se-trust.org) and submit a letter of application (not exceeding two sides of A4).

Applications should be sent to hr@sapientiaeducationtrust.org

- Closing date for applications: Friday 15th June 2018
- Interviews will take place week commencing Monday 18^h June 2018.

The Trust is committed to safeguarding and promoting the welfare of children, therefore all applicants must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust welcomes applications from all sectors of the community.

In accordance with the Department of Education's "Keeping Children Safe in Education September 2016", references will be sought on all short-listed candidates before interview.