

Ladysmith Federation

The Governors of Ladysmith Federation are looking for an exceptional candidate to provide professional clerking services to the Governing Body. This is an exciting opportunity for a flexible, motivated and organised individual to work with our dedicated Board of Governors

The post:

- To provide a full administrative service to the governing body and its committees, to enable its proceedings to be conducted effectively and in accordance with legal requirements.
- Give procedural and legislative advice to the Local Governing Body; and Maintain and develop their own knowledge and skill base through CPD.
- To make a key contribution to ensuring a strong evidence base is provided for Ofsted/Audit by thorough and accurate record of governing body challenge, actions and decisions via concise and accurate minutes.
- Ensure the governing body is properly constituted and provide advice to the governing body on governance, constitutional and procedural matters.
- To manage information effectively and in accordance with legal requirements, observing confidentiality where necessary.
- To facilitate and co-ordinate the induction process for new governors and promote governor training, succession planning and recruitment based on the skills required to fulfil the governing boards' three key roles.

The successful candidate must be flexible in their approach and be available to attend evening meetings (approximately 6 each academic year), make regular visits to school, attend training events and work from home to complete administrative duties. There may be occasions when the clerk is required to attend a meeting or make a school visit at short notice (additional hours to be paid at the hourly rate).

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Disclosure is required for this post.

Please contact Lorraine Carter 01392 255554 for more information