

<b>Name of School</b>	Somerset Road Education Trust
<b>Job vacancy title</b>	<b>Executive Clerk</b>
<b>Address</b>	Somerset Road Salisbury Wiltshire SP1 3BL
<b>Telephone number(s)</b>	School Office: 01722 334168 HR Office: 01722 420699
<b>School email address</b>	hr@sret.uk
<b>Salary range</b>	Grade G (£11.41 to £12.35 per hour) £22,021 to £22,836 pro rata (Actually Salary: £8,161.64 to £8,834.33)
<b>Hours</b>	15 hours per week (delivered on a flexible basis over the week – a proportion of this work can be completed at home by mutual agreement). This is to be divided between SRET (10 hours per week), Exeter House (2.5 hours per week) and joint Primary Learning Collaboration (2.5 hours per week). Part-time Term Time Only + 4 weeks (42 weeks a year)
<b>Contract type</b>	Permanent
<b>Commencement date</b>	ASAP
<b>Advertisement closing date</b>	Thursday 10 September (noon)
<b>Interview date (if known)</b>	Wednesday 16 September 2020

We are looking for an experienced, organised, efficient Clerk to join our Multi Academy Trust team. This post supports the two Local Governing Committees of our Schools and the Trustees' Meetings at SRET.

This is an evolving role within a developing MAT and the Clerk, whilst ensuring at all times a professional balance between maintaining their independence whilst developing/maintaining the trust and confidence of the Trustees/Governors, Executive Principal and the Senior Leadership Team. This is a role for a people person with a high level of resilience and efficiency.

The Trustees are keen to develop a leadership model that will deliver the aims of a Multi-Academy Trust. This role will be instrumental in supporting this by developing a robust and progressive governance framework to take the vision forward.

The Clerk is responsible for seeking to ensure that the proceedings of Local Governing Committees and Trustee Board are conducted in accordance with the provisions of the statutory Instruments and Articles of Government and rules and regulations made under the articles, the Education Acts (as modified or replaced from time to time), the EFA financial Memorandum and General Law.

**The Clerk must be available during school term times and be able to work in the evening.**

If you are interested in this post an application pack can be downloaded from Somerset Road Education Trust website at [www.somersetroadeducationtrust.uk/](http://www.somersetroadeducationtrust.uk/). Alternatively please contact the HR Officer, Tracey Allman, on 01722 420699 or email [hr@sret.uk](mailto:hr@sret.uk) to request an application pack.

Visits to the Trust are warmly encouraged. Due to current restrictions visits can be arranged outside of normal school hours. Please contact Mrs Sharon Day, SRET Business Manager on 01722 334168 to arrange a mutually convenient time.

Please note we do not accept CVs.

**Somerset Road Education Trust (SRET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.**