**Clerk to Trust Board and Committees – Boys’ and Girls’ School**

**We are looking for a Clerk to take on the responsibility of providing an independent and professional Clerk service to the Governing Board. This is a remote working position, however, you will be required to attend meetings in person when required.**

**Salary £7,500 per annum**

**(based on a minimum of 26 meetings and administrative duties as per job description)**

**Starting date: ASAP**

***The successful candidate will:***

* Will have a Level 3 Certificate in Clerking in a MAT or legal background
* Will provide clear, efficient administrative support
* Provide focused agenda, minutes and actions for all meetings
* Work with the CEO and governing board directly
* Be a clear communicator

Letters of application should be addressed to Mr Gary Swabel, Chair of MAT, c/o Ms J Grant [j.grant@hasmonean.co.uk](mailto:j.grant@hasmonean.co.uk)

Visit our web site for an application form and for more information about the school [www.hasmoneanmat.org.uk](http://www.hasmoneanmat.org.uk)

**The letter should detail how your experience to date has prepared you for this post. Please refer to the job description and person specification herewith. The letter should be no longer than one side of A4 and written in Calibre Font 11. Please note that in line with our safer recruitment practices we can only consider fully completed application forms and not CVs.**

**Closing date for applications: - 9th March 2021**

We reserve the right to close these vacancies early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

The appointment is subject to an enhanced DBS clearance. The MAT is committed to safeguarding and promoting the welfare of children and young people.