



Clerk to Local Board (Governors)

The post is graded at G5, being £19,120 to £21,693

Coningsby St Michael's CofE Primary School is a vibrant and successful two-form entry growing school, with brilliant children and fantastic facilities. We are looking to appoint an exceptional candidate to provide professional clerking services to our local board, which is a joint local board with Ruskington Chestnut Street CofE Primary Academy.

The role will include providing support on governance, constitutional and procedural matters and provide effective administrative support in line with legal requirements. The schools are part of The Lincoln Anglican Academy Trust, a Multi- Academy Trust of 15 schools across Lincolnshire. The role is supported by an experience Governance Officer who works in the central team.

The successful candidate will have excellent communication and organisational skills. Be able to work independently whilst at the same time forming effective relationships with governors and school teams. This post will work on a flexible basis, so the successful candidate must be able to organise their own time and work to strict deadlines. A knowledge of multi academy trust and governing body procedures and previous experience in a similar role would be advantageous.

The job role will be on a flexible basis working on average 2.5 hours per week. The post holder will be required to attend the evening meetings (currently 12 per year).

To request an application pack or visit to the school, please email the Area Business Manager, Elaine Barber at elaine.barber@csm.lincs.sch.uk or by telephone on 01526 342312.

Closing date for returned application forms is noon on Monday 10 December 2018.

Interviews will be held in the following week.

The LAAT promote diversity and want a workforce which reflects Christian Value. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. We will require the successful applicant to undertake an Enhanced criminal record check via the DBS.