**Governance Clerk/Administrative Assistant**

**15 hrs per week – 52 Weeks**

**Salary details - NJC Spinal Points 12 – 17 £22,627 – £24,981 (FTE) (Pro Rata £9,173 - £10,127)**

Nexus Multi Academy Trust is looking to recruit a new Governance Clerk/Administrative Assistant as part of our academy governance and policy team.

We are looking to strengthen our central Trust governance and policy team. This is a stimulating and enjoyable role, which involves taking accurate, high quality and professional minutes at Governing Board and Committee meetings, whilst providing information, advice and guidance on varying aspects of school and academy governance. In times where there are a limited number of meetings taking place there will be a requirement to provide general administrative duties at the Trust central office.

The successful candidate will work across all of our schools, covering Rotherham, Doncaster and Sheffield and North Nottinghamshire.

You must be able to adhere to deadlines in a fast-paced environment. You will naturally want to keep yourself abreast of changes to legislation whilst developing and maintaining effective customer relationships and service by demonstrating a proactive approach. As such, you will need to be able to communicate confidently using a variety of methods for different levels of ability and understanding.

You should be confident in the use of standard Microsoft applications - Word, Excel, Outlook and Teams. You must have the ability to work effectively with Governors and maintaining confidentiality is essential. The post-holder must demonstrate a flexible approach towards working hours (including daytime or evening work) and location of meetings (home/online working and travel to schools across Rotherham, Doncaster and Sheffield).

The post is subject to an enhanced DBS check. A driving license is essential (Class A business insurance).

An application form and further details are available on the website with this advert. Please return completed application form via email to [MSimpson@nexusmat.org](mailto:MSimpson@nexusmat.org)

For an informal telephone discussion about the position please contact Julie Westwood via email at [jwestwood@nexusmat.org](mailto:jwestwood@nexusmat.org) to arrange a suitable time.

Closing Date: Sunday 25th September 2022 (midnight)

Shortlisting Date: Monday 26th September 2022

Interview Date: Monday 3rd October 2022