**Governance Clerk**

**10 to 15 hrs per week – Term Time Only plus one week (additional hours can be negotiated)**

**Salary details - NJC Spinal Points 12 – 17 £24,496 – £26,845 (FTE)**

**(Pro Rata - £5,856 - £6,418 - 10 hours or £8,784 - £9,627 – 15 hours, Term Time Only plus one week – 40 weeks)**

Nexus Multi Academy Trust is looking to recruit to the role of Governance Clerk to be a part of our professional governance team. The role is part time and the volume of work will fluctuate dependent upon the number of meetings to service each week. Meetings are spread between in person, online or hybrid.

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. Experience of minute taking would be beneficial but training will be given. The role offers the opportunity to learn more about how schools and Trusts operate and could be an excellent starting point to a career in this valuable area of work.

You must be able to adhere to deadlines and work 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. You will need to be able to communicate confidently using a variety of methods for different levels of ability and understanding.

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.

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 school staff and maintaining confidentiality is essential.

The successful candidate(s) must demonstrate a flexible approach towards working hours (including daytime or evening work) and location of meetings (home/online working and travel to meetings in the Central Trust and our schools across Rotherham, Doncaster and Sheffield, Barnsley and North Nottinghamshire). Meetings are scheduled annually in advance to enable advanced workload planning.

This is an exciting time to join Nexus as we continue to grow. Benefits of working within Nexus include access to the Local Government Pension Scheme (LGPS), Westfield Health Scheme Benefits, travel to meetings allowance, and working within a friendly environment.

If you are interested in finding out more, contact Julie Westwood, Corporate Governance and Policy Manager, for an informal chat. You can contact her by email at jwestwood@nexusmat.org to arrange a telephone call.

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 Nexus website with this advert. Please return completed application form via email to MSimpson@nexusmat.org

**Closing Date:** Sunday 9th April 2023 (midnight)

**Shortlisting Date:** Tuesday 11th April 2023

**Interview Date:** Tuesday 18th April 2023