**The Canterbury Academy Trust**

**Assistant Trust Clerk- Full-time**

* *Pay Range: WWF Band 7 or 8 (this is negotiable depending on skills and experience)*
* *Hours / Weeks: This is a full time position all year round.*
* *Working Pattern: This will be a mixture of remote working as well as school based.*

*The hours for this role are not fixed due to the nature of the post. Therefore, the post holder must be flexible in their approach and be able to attend meetings either early mornings and late evenings to include travel between sites.*

The Canterbury Academy Trust is looking to expand its clerking service by recruiting a skilled Clerk to fulfil the position of Assistant Trust Clerk. This is a unique opportunity to join our Trust which has grown significantly over the past 5 years and continues to expand, with the opportunity for the right candidate to develop into the role of Clerk to the Directors in the longer term.

Purpose of the role:

* To work alongside the existing Clerk to professionally clerk delegated Trust meetings and

provide a high-quality professional clerking service for The Canterbury Academy Trust and its partners, directly contributing to the effective functioning of all levels of Trust governance ensuring the processes and procedures of governance are administered effectively.

* Provide advice to Directors and local governors on governance, constitutional, DfE, legal and procedural matters within the current legislative framework.
* Production of high-quality paperwork with excellent attention to detail particularly when proof reading papers for clarity and accuracy.

Ideally, we are looking for someone who has previous clerking experience with a keen eye for detail and who is looking for a role with progression opportunities for the future.

If you feel that you have the skills and experience that we are looking for then we would love to hear from you.

The Canterbury Academy Trust consists of ‘schools for all the talents’. Our key beliefs which underpin and drive all we do are simple. We believe that every learner matters and that every child is good at something – that all children walk with genius – and that school should be the place where children discover and build upon their own individual talents.

We believe in the comprehensive ideal. We believe that all talents should be valued. We believe that academic excellence is important but that there are also other important things. We believe that art, music, drama, sport, practical skills, being a good person, caring for and working with others are all valuable. We believe in team work and that all of our students should have pride in themselves and their contribution to their school.

Our aim is to provide ‘as much as possible, as often as possible, for as many as possible’. We believe that education and learning can be fun. At the end of their time with us we aim for all our students to leave as happy, positive, confident individuals, proud of what they have achieved, prepared to be life-long learners and ready to play an active and constructive part in society.

The Canterbury Academy Trust is committed to safeguarding and promoting the welfare of children and young people. These posts are subject to an enhanced DBS disclosure, two satisfactory references, an adequate pre-employment health check and verification of the right to work in the UK.

Please note that this is a rolling advert and applicants may be called for interview prior to the closing date.

**Assistant Trust Clerk – Job Description/Personal Specification**

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provide a high-quality professional clerking service for The Canterbury Academy Trust and its partners, directly contributing to the effective functioning of all levels of Trust governance ensuring the processes and procedures of governance are administered effectively.

* Provide advice to Directors and local governors on governance, constitutional, DfE, legal and procedural matters within the current legislative framework.
* Production of high-quality paperwork with excellent attention to detail particularly when proof reading papers for clarity and accuracy.
* Any other administration task as set out by The Academy Trust

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|  | Essential | Desirable |
| Qualifications / Education | * Qualified or willing to undertake, a recognised clerk’s development programme based on the clerk’s seven core competencies
* GCSE grade A\*-C in English and Mathematics
 | * Recognised shorthand qualification
* Recognised typing qualification
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| Experience | * Experience of organising meetings, preparing agendas and taking accurate, concise minutes
* Experience of producing a range of documents and reports using Microsoft Office
 | * Working in an environment where experiences included taking initiative and self-motivation
* Working as a member of a team
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| Skills | * Excellent minute taking skills
* Excellent written, verbal, and oral communication skills
* Strong ICT, including keyboarding skills
* Very strong interpersonal skills, including the ability to develop and maintain professional working relationships both internally and externally, up to the highest level of the Trust to achieve shared goals
* Able to work on own initiative with good organisational and time management skills
* Must be able to work to deadlines
* Able to maintain confidentiality at all times.
* Able to travel between sites
* Excellent time keeping and attendance
* Methodical and organised approach to work
* Knowledge of current DfE Governance Handbook and Competency Framework for Governance
* Excellent knowledge of current DfE clerking competency framework
* Knowledge of educational legislation, guidance, and legal requirements
* Knowledge of respective roles and responsibilities of all level of academy directors and governors
* Knowledge of Equal Opportunities, Human Rights and Data Protection legislation
* Able to carry out duties in line with the seven principles of public life
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|  | * Demonstrate commitment to continuing professional development
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