

**Clerk to Local Governing Body**

**Vacancy – Part-time, flexible hybrid working, term-time only**

We are looking for a capable and well-organised administrator to provide clerking support to our Local Governing Body (LGB). Up to four posts are available. Hours allocated per school, please see job descriptions for more details.

The role is well suited to individuals looking for flexible work as either a part-time role or alongside other existing commitments. We will provide full training, including an induction programme and mentor as well as ongoing networking and development opportunities and a great range of benefits including membership of the Local Government Pension Scheme.

The role is also suitable for those returning to work after a break to make the most of your skills and experience.

This is an attractive role for someone who would like to play a vital and worthwhile role in our mission to achieve better outcomes for children and young people, and to work as a valued member of a reputable and supportive team, for an organisation which respects its staff, promotes flexible working practices and has a strong Christian ethos.

Successful candidates are likely to have experience of administration and organisation and managing your own workload and deadlines, as well as being a person of integrity and able to maintain confidentiality and with strong written and oral communication skills. An empathy to the aims and ethos of the school is important to us too. Training and professional development will be provided on the specific duties and functions of a clerk for the Tenax Schools Trust. We are very keen to hear from applicants who believe they are, in broad terms, a ‘good fit’ for the role as described.

Further detail about the role is provided in the job description and should you wish to discuss any aspect of the role before applying, please do not hesitate to contact Joelene Hasse, our Governance and Compliance Officer by telephone: 01892 521595 or email: hasse@[tenaxschoolstrust.co.uk](mailto:dottridge@tenaxschoolstrust.co.uk)

We currently have vacancies at 4 of our schools, with meetings typically taking place at the school.

Fordcombe CE Primary School– meetings typically take place during the school day on a Thursday

Bennett Memorial Diocesan School – meetings typically take place on Thursdays in the evening

Bishop Chavasse CE Primary School – meetings typically take place on Thursdays in the evening

Sir Henry Fermor CE Primary School– meetings typically take place on Mondays in the evening

Minutes and administrative tasks can be undertaken around your other commitments, from home, as long as deadlines are met making this a perfect role for those looking for flexibility.

Completed Application Forms, with a covering letter detail which vacancy/ies you would like to be considered for, should be sent to Emma Ivory, HR & Compliance Officer, via email at HR@[tenaxschoolstrust.co.uk](mailto:dottridge@tenaxschoolstrust.co.uk)  or posted to the Tenax Schools Trust (c/o Bennett Memorial Diocesan School, Culverden Down, Tunbridge Wells, Kent TN4 9SH) by the **closing date Wednesday 27th September 2023 at 11.30pm.**

Applications must be submitted on the correct Application Form, no CVs will be accepted.

Further details are included in the job description, available at www.tenaxschoolstrust.co.uk

The Tenax Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  All posts are subject to vetting checks and a satisfactory enhanced Disclosure and Barring Service check.