

Administrator / PA / Administration Clerk to Governors

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Company: AWD online

Location: Hedge End

Category: other-general

JOB OVERVIEW

We have a fantastic new job opportunity for an Administrator / PA / Administration Clerk to Governors who is an enthusiastic, dedicated individual with excellent administrative, secretarial and interpersonal skills and experience of taking accurate minutes of meetings.

As an Administrator / PA / Administration Clerk to Governors you will work across and travel between all three schools within the Trust. Each Local Governing Body (LGB) meets 6 times per year, one meeting each half term. LGB meetings take place on a Monday during the early evening, lasting for about an hour and a half.

Working as an Administrator / PA / Administration Clerk to Governors you will be required to provide a high-quality professional clerking service, drafting agendas, providing template reports and producing accurate minutes of meetings. Policy review management and other ad-hoc administration/governance duties will also be required.

DUTIES

Your role as Administrator / PA / Administration Clerk to Governors will include:

Provide a confidential Administration, PA and support service to the Academy Trust and Local Governing Bodies working with the Governance Professional

Prepare documentation such as agendas, report templates, as required for Governors' meetings ensuring deadlines are met

Take accurate minutes for all Local Governing Body meetings

Produce draft minutes for approval by the Headteacher and Local Governing Body Chair

Copy and circulate final, approved minutes to all members as appropriate

Ensure prompt and efficient filing system of minutes and documents is maintained

Act as correspondent on behalf of the Trustees and Governing Body if requested to do so

Maintain records of correspondence and DfE documents

Advise on or obtain advice and information for the Local Governing Body as required

Maintain other Governor files including school policies and other school documents

To Clerk other Governing Body committees as requested

If required, run the elections of parent and teacher governors

Assist in the preparation of and maintain a Governors' handbook

CANDIDATE REQUIREMENTS

Good Administration or Secretarial experience including taking minutes of meetings

Good written and oral communication skills

Good organisational skills

Ability to work as a team

High standards of expectation

Patient and Calm under pressure

Have Excellent interpersonal skills

A positive and proactive attitude is essential

Driving Licence and own transport required

BENEFITS

Benefits of working for the trust include:

Friendly and sociable colleagues

Free on-site car park

Staff membership rates to the modern on-site Leisure Centre

Enrolment in one of the UK's Largest public sector pension schemes

A tax efficient Cycle-to-Work scheme through salary sacrifice

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Trust will ensure that all their recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service / DBS checks along with other relevant employment checks.

We reserve the right to close any of our vacancies early.

APPLY TODAY...

By submitting your job application to us you are hereby giving us your express consent to submit your details to our Client for this purpose.

JOB REF: AWDO-P12027

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