



Governance Clerk

Ashburton Primary School, The Atrium Studio School, Buckfastleigh Primary School and South Dartmoor Community College

Stronger together... Every child in a great school

Position: Governance Clerk
Salary: Devon NJC Grade D SCP7-12 (£19554-£21589) (pro rata £3042 - £3357)
Hours: 300 hours per annum
Required from: As soon as possible

Do you have an enthusiasm for providing a high quality clerking service? Do you have excellent active listening skills and a good level of literacy? Can you co-ordinate the important strategic work of dedicated, voluntary governors? Then apply today to join us at Westcountry Schools Trust (WeST). WeST is seeking to appoint a passionate and committed individual to the position of Governance Clerk across four of our schools.

Westcountry Schools Trust is a tight-knit family of schools based around natural geographical proximity in the South West. The WeST family consists of 22 schools, 7 of which are secondary schools and 15 primary schools. We are ambitious and hold high expectations for the children in our care.

This is an exciting opportunity to join a very successful and highly valued governance Team and will allow you the opportunity to work flexibly around a calendar of scheduled meetings. The successful candidate will be able to maintain confidentiality, have knowledge of GDPR and have good listening, oral and literacy skills. Previous experience of clerking is preferable but training and development can be provided.

If, having read the job description and person specification, you believe you have the skills and attributes to successfully take on this exciting new role and make a real difference to the outcomes for our young people; we warmly welcome your application.

The application form and full job description is available from the WeST website <https://www.westst.org.uk/> and completed applications can be submitted by email to HR@westst.org.uk

The closing date for this process is 11 May 2020
It is anticipated that interviews will be held weeks commencing 11 & 18 May 2020.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

An enhanced DBS is required for this post.