



The Warriner Multi Academy Trust

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CEO: Dr Annabel Kay

### **Governance Professional – Clerk to the Governors**

***This part time role allows considerable flexibility in terms of when and where work is completed. You would be part of a team and receive support to develop and thrive, whilst making a significant contribution to our schools.***

Governance within the Warriner Multi Academy Trust work is highly valued by our school leaders supporting accountability, school improvement and the continuing drive towards educational excellence. The WMAT is an expanding Trust and as such we are seeking to appoint an additional member of our Governance Support Team as Clerk to the Governors in 3 of our Trust schools.

This post is 60 hours over four weeks as the meetings schedule requires, term time only, includes evening meetings. The salary range is £11.73 - £12.95 per hour, dependent on level of clerking experience, plus holiday pay. Clerks will be moved to the top of the salary range once they have achieved their level 3 Governance Professional qualification.

Applications would be welcome from both experienced clerks and individuals looking to develop into the role.

***If you would like to find out more about the role to find out if it is suitable for you please contact Catherine Musgrove at [c.musgrove@warriner.oxon.sch.uk](mailto:c.musgrove@warriner.oxon.sch.uk) (Available Monday- Friday during term time. Will be checking emails weekly during the summer holidays)***

***A job description and application form is available from The Warriner School's website: [www.thewarrinerschool.co.uk/vacancies](http://www.thewarrinerschool.co.uk/vacancies) or Mrs Trish Morgan, PA to Headteacher at [recruitment.4007@warriner.oxon.sch.uk](mailto:recruitment.4007@warriner.oxon.sch.uk)***

Please note we can only accept CVs as supporting documentation when submitted along with a fully completed application form.

***All schools within the Warriner MAT are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references.***

**Closing Date:** 1pm Wednesday 15<sup>th</sup> September 2021

**Interviews:** Thursday 30<sup>th</sup> September 2021