



CLERK TO LOCAL GOVERNING COMMITTEE(S)

40 weeks per year

4 hours per week (includes attendance at Trust briefing/training sessions).

GST Support Staff scale F £25,638 - £30,043 FTE (plus Local Government Pension Scheme). Starting point on the scale dependent upon clerking experience.

Permanent contract.

Start date to be negotiated with the successful applicant.

This is an exciting opportunity for a reliable and conscientious clerk to join The Good Shepherd Trust family. The successful candidate will provide exceptional administrative support to ensure that one of our local governing committees, is fully informed, supported and able to flourish.

[The Good Shepherd Trust](#) is a well-established family of 16 schools based in North Hampshire and Surrey. With the continued growth of the Trust, we are now entering an exciting phase of development as we begin to work within geographical hubs. Each hub (comprised of four or five schools) has its own dedicated Director of Education, in addition to a full range of services and support from the Trust central team and wider network of schools.

We now require the services of an enthusiastic and well-organised individual to undertake clerking services with one of our wonderful schools, [Surrey Hills All Saints Primary School](#).

As a Good Shepherd Trust clerk, you will receive excellent support, including professional development and briefings from the governance team at the Trust centre, in addition to regular training and networking opportunities alongside our other dedicated Trust clerks. Trust documentation is clear and embedded, so that your time can be focussed to supporting our [local governing committees](#). Administration and communication is streamlined by our single cloud-based system, Governors Virtual Office (GVO), for which full training will be provided.

For an informal conversation or further information, please contact:

laura.fisher@goodshepherdtrust.org.uk

Applications should be made using the [Trust application form](#) (for support staff) and sent to: hr@goodshepherdtrust.org.uk or by post to: The Academies Office, Larch Avenue, Guildford, Surrey, GU1 1JY (Please mark for the attention of Mrs Laura Fisher). Please note that we do not accept CV's.

Closing date: **Thursday** 18th March (noon)

Interviews: Thursday 25th March

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.

All appointments are made subject to an enhanced Disclosure and Barring Service check and all other pre-employment checks, including satisfactory references, identity and qualification checks.

The Academies Office, Larch Avenue, Guildford, Surrey GU1 1JY. Tel 01483 910210
(A charity exempt from registration and a company limited by guarantee no. 8366199)

<http://www.goodshepherdtrust.org.uk/>