



Clerk to Governors

Salary range: Grade 13 £13.47 - £14.59 per hour

Employer pension contribution 24.4%

Hours to be negotiated

This is a permanent post

(subject to the completion of a satisfactory probation period)

To provide advice, support and guidance to the local governing body on governance, constitutional and procedural matters to a number of trust schools.

A professional clerk will contribute towards the efficient functioning of a local governing body and its committees by providing:

- Administrative and organisational support;
- Guidance to ensure that the LGB is compliant with the appropriate legal and regulatory framework, and understands the potential consequences for non-compliance;
- Advice on procedural matters relating to the operation of the LGB.

How to Apply:

Please apply in writing by completing the application form.

This can be found at: <https://www.prestonprimaryacademytrust.co.uk/>

Application Deadline: We will review applications as they arrive.

Completed applications and a covering letter should be submitted to

ppat@ppat365.org

or posted to: **Mrs V Lea, Trust People Officer,**

C/o Kingfisher Primary School, Kingfisher Drive, Yeovil, Somerset, BA22 8FJ

If you have any queries regarding the role please telephone on 01935 676350.

PPAT is committed to equal opportunities and safer recruitment practice, pre-employment checks including criminal background check via the disclosure procedure will be undertaken before any post is confirmed.

PPAT Education reserves the right to remove a vacancy before the closing date.



Preston Primary Academy Trust
C/o Kingfisher Primary School,
Kingfisher Drive,
Yeovil,
Somerset,
BA22 8FJ

Tel: 01935 676350

Email: ppat@ppat365.org

Website: www.prestonprimaryacademytrust.co.uk