



**STEP Governance Clerks
Required for January 2017
East Sussex Single Status Grade 7, points 17 (£20,249) to 19 (£21,463) pro rata
Annualised hours basis equivalent to 23.2 hours per week**

Passion – Urgency – Positivity – Aspiration – Commitment

STEP Academy Trust is an exciting, dynamic place to work that can offer great opportunities to the right candidate. If you are ready to take the next step in your career, join us as we 'Strive Together for Excellence in Partnership'.

STEP Academy Trust is seeking to recruit a STEP Governance Clerk to join our Governance Team in a supportive, mission and values driven organisation. Committed to improving the life chances of all children, the Trust was established to work with partners in need of rapid improvement.

We are seeking Clerks for our Strategic Governing Bodies which currently oversee Academies in Hailsham and Newhaven in East Sussex. Our Clerks ensure STEP Academies benefit from centralised and co-ordinated clerking support, and work with the Board of Trustees in meeting the overall governance needs of STEP. The post holders will be expected to attend all governance and committee meetings to take minutes, as well as to provide support to the STEP Company Secretary with administration and other tasks in order to ensure that the STEP Governance Team provides an exemplary service to its academies.

Our ideal candidate will:

- Be experienced in taking minutes, preferably in a school governance or corporate environment;
- Be able to make notes clearly, accurately and concisely;
- Be highly organised and have a flexible approach to work, with the ability to work remotely;
- Act as a two-way conduit between the STEP Central Team and Strategic Governing Bodies;
- Share STEP's commitment to improving the life chances of all children.

You are welcome to contact us for an informal discussion about this post prior to application, please contact Cheryl Gilbert, Company Secretary to make arrangements and to request an application pack – companysecretary@stepacademytrust.org

Completed application forms with supporting statements should be returned by hand/post to Cheryl Gilbert, Company Secretary, STEP Academy Trust, Applegarth Academy, Bygrove, Fieldway, New Addington, Croydon, CR0 9DL or by email to companysecretary@stepacademytrust.org

Closing date: 12noon on Monday 30th January 2017

Interviews: Week commencing 6th February 2017

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

This post is subject to an Enhanced DBS check and references.

CVs are not accepted