



**STEP Governance Clerks
South London / East Sussex
Annualised Hours Contract (equivalent to 11 ½ per week)
Grade 8, Scp 26 (10,077.83 pa)**

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 STEP Governance Clerks 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 Academy Committees which currently oversee Academies in South London and 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 allocated Academy Committee meetings to take minutes, as well as to provide support with administration and other tasks in order to ensure that the STEP Governance Team provides an exemplary service to its academies and the Trust.

We can offer you:

- Subsidised private health care with Benenden;
- A free school lunch when working in school;
- Free subscription to Perkbox discount scheme.

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 Academy Committees;
- 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 a member of our Governance Team to make arrangements– clerks@stepacademytrust.org

The Job Description/Person Specification and Application Form can be downloaded from the STEP website – www.stepacademytrust.org Completed application forms with supporting statements written in line with the person specification should be returned by email to Cheryl Gilbert, Executive Secretary – recruitment@stepacademytrust.org

Applications will be considered upon receipt and successful candidates will be contacted for interviews.

STEP Academy Trust believes that its workforce should reflect the local community and that all groups within the community should have equal access to the Trust's employment opportunities. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Applicants must hold the right to work in the UK.

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