



St John the Baptist Catholic Multi Academy Trust  
c/o Notre Dame High School  
Surrey Street  
Norwich  
NR1 3PB

Tel: 01603 611431

**Trust Clerk (to the Multi Academy Trust Directors and Local Governing Bodies)**

**Scale E: Point 7 (£10.41 p/h) to Point 11 (£11.27 p/h)**

**18.5 hours per week flexibly worked, Term Time only. Actual pay £8,346 to £9,034 per annum**

**Required for April 2022, permanent post**

St John the Baptist Catholic Multi Academy Trust comprises 10 schools across East Anglia, with much of the administration based in Notre Dame High School in Norwich.

This post is in relation to the Trust Directors and 7 of the schools in Norfolk and North Suffolk. These schools are located in Norwich, Great Yarmouth, Lowestoft, Beccles and Bungay.

We are seeking a Clerk to work within the Trust to clerk and provide support to the Directors Board and Local Governing Bodies (LGBs) meetings. This is a part time flexible role, with time demands that will alter from week to week. There is a pre-published annual calendar, so that the postholder can benefit from flexibility in their working patterns. This post may suit someone who wishes to balance some relatively full weeks with weeks where they are largely commitment free, all published well in advance to allow for planning.

The Trust Clerk will work closely with the Trust Compliance Manager, who is based at Notre Dame. The Clerk will work from home for some of the work, and they will be issued with a Trust laptop. The successful applicant will have exceptional organisational, ICT and minute taking skills to undertake the clerking and minute taking of governance meetings at both Director level and LGB level within the Trust.

At present the overwhelming majority of Directors and LGB meetings take place remotely, but the intention is to resume face-to-face meetings in schools as soon as possible. The postholder would therefore need to have a valid Driving licence to get to meetings.

This post requires flexibility in terms of location and availability to attend scheduled Directors and LGB meetings. Meetings may take place in various locations across the Trust and at various times. Flexibility is available for home working in the production of agendas and minutes. The Trust Clerk will have some term time weeks where perhaps 5 meetings will require clerking, and some weeks without any meeting requirements at all. The Trust Calendar will be published at the start of the year and will enable the postholder to organise their working patterns to suit. Travel expenses can be claimed for reasonable travel, to be discussed at interview, and a laptop will be provided.

**We are unable to provide sponsorship for this position, so please ensure you have the right to work in the UK before you apply.**

- For an application form and further details including a job description and person specification, please visit our website at [www.stjohnthebaptist-cmat.org.uk](http://www.stjohnthebaptist-cmat.org.uk)
- For an informal discussion about the role, please contact John Eady [jeady@ndhs.org.uk](mailto:jeady@ndhs.org.uk)

**Closing date: Friday 25<sup>th</sup> February 2022 (midday)**

**Interviews: during the week of 7<sup>th</sup> March 2022**

*St John the Baptist Catholic Multi Academy Trust welcomes applications from members of minority ethnic communities and those with disabilities. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You will be subject to Disclosure and Barring Service (DBS) checks along with relevant employment checks.*