



## WESTCOUNTRY SCHOOLS TRUST

### Clerk to Trust Board & Governance Officer

**Devon Grade: E**

**25 hours per week (x5 hours per day) x 52 weeks per year**

**12 month internal secondment**

**Salary: £16,224 to £18,270 (£24,012 to £27,041 FTE) according to experience**

**Plymouth based**

Are you looking to join a dedicated and well-qualified central team supporting the work of some 2000 staff, Local Governing Boards and Trustees committed to delivering exceptional education?

If you are looking to develop your skills in the education sector in support of governance, this is the ideal and exciting opportunity to take the next step in your career.

Working as part of WeST's Core Services Team, this role will support the Company Secretary (Chief Financial Officer) and Clerks of Local Governing Boards in ensuring the effectiveness of corporate governance, and the Chair of the Trust Board and Chairs of Trust Committees with committee administration.

If you are looking to develop your career, currently work for WeST and have the following skills and experience we would be interested to hear from you. This position can be offered on a 12 month secondment basis to the right person:

- background in providing high-level administrative support to senior leaders/managers within a highly regulated framework with an interest in providing governance;
- excellent written and verbal communication skills including minute taking with an interest in providing committee administration;
- able to work on your own initiative, think on your feet and thrive in a fast-paced environment.

Full training and development will be provided to the right candidate to progress successfully in this role.

Stakeholder engagement is key and there will be a high level of interaction with internal staff and Trust Board Committee members. For an informal discussion regarding the role please contact Peter Gregory, Company Secretary (and Chief Financial Officer) on mob. 07742 600529.

If you believe you can demonstrate the dedication, skills and passion required, we look forward to receiving your application. The job description can be found below for further details. To apply for this position as a secondment opportunity please submit a personal statement evidencing how your skills and experience fulfils the role to [recruitment@westst.org.uk](mailto:recruitment@westst.org.uk) by midnight (GMT) on **Monday 12<sup>th</sup> April 2021**. Please seek the agreement of your line manager to undertake a possible secondment prior to application.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure is required for this post.