

**Role: Clerk to the Governing Body**

**Casual (as and when required)**

The Clerk’s main role is to provide professional clerking services to the Governing Body and its main committees.

**You will:**

* Be able to take accurate minutes to produce professionally presented minutes for distribution
* Collate and distribute agenda and associated paperwork in advance of meetings
* Be available to take minutes at 15-20 meetings per year. Meetings normally take place early evenings and late afternoons
* Provide procedural and legal advice and guidance

**Good listening, oral, literacy and computer skills are essential along with being reliable and a keen interest in education**.

For an application pack please e-mail HR@thebourneacademy.com. Both these posts is subject to enhanced DBS checks.