**Governance Officer/Clerk to the Trust Board**

Salary: £23,866 to £25,462 (NJC Point 26 – 28) Pro-rata

Start Date: As soon as possible

Contract Type: Part-time/Flexible Hours

Contract Term: Permanent

We are looking to appoint a highly motivated and reliable Governance Officer and Clerk to the Trust Board. You would be responsible for advising the Academy Trust on constitutional matters, duties and powers to ensure that the Trust works effectively within the current legislative framework. You would also advise the Clerks to our Local Governing Boards across the Trust which covers Cornwall, Devon and Dorset.

The post holder will play a vital role in ensuring the smooth running of the Board and Committee meetings in preparing agendas and papers and taking accurate minutes and provide full administrative support to the Board.

We are looking for someone who is highly organised and has previous experience working in the role of Clerk to a public body. Previous experience of the education sector would be advantageous.

If you are passionate about improving outcomes for students and you are looking for an exciting opportunity to have a real impact in a fast-paced, innovative environment, then this could be the job for you.

Plymouth CAST Multi Academy Trust is committed to safeguarding the welfare of young people and expects all staff to share this commitment. All appointments are subject to DBS checks and excellent references.

Job Type: Part-time / flexible hours. Meetings take place during the day and much of the work can be carried out from home.

Application forms can be obtained by emailing admin@plymouthcast.org.uk or telephone 01364 645450 option 3

The closing date for receipt of applications is noon on Friday 8th June 2018

Shortlisting: 11th June 2018

Interview Date: Thursday 21st June (TBC)