

Governance Clerk

Contract: Learn Sheffield Clerk Agreement
Salary: £12.60 per hour – 2.5 hours paid per meeting hour
Location: Sheffield

Learn Sheffield have several vacancies for Governance Clerks to provide professional governance services to school and academy governing boards and trusts, mainly in Sheffield, from September 2021 onwards.

Can you bring the skills, knowledge and passion to deliver this service?

Our ideal candidate is:

- Able to work on own initiative or as part of a team.
- Able to be professional face to face, on the telephone and in online meetings.
- Has experience and knowledge of education is preferable but not essential.
- Has excellent listening, oral and literacy skills with a high degree of attention to detail.
- An ability to fulfil all spoken aspects of the role with confidence.
- Able to write agendas and accurate concise minutes.
- Has excellent IT skills.

We can offer you:

- The opportunity to work in a thriving learning partnership
- Supportive colleagues who work collaboratively to make a difference

Inspiration

Integrity

Equality

Sustainability

Accountability

Optimism

If this prospect intrigues you and you would like more information or an application pack, please contact enquiries@learnsheffield.co.uk or telephone 0114 250 7417 and speak to Andrew Bingham (to discuss the role) or Evelyn Priestley (to request an application pack).

Applications must be received by the closing date for consideration.
The closing date for applications is Tuesday 31 August 2021.

Learn Sheffield is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Successful applicants will be subject to qualifications checks, satisfactory references and an enhanced disclosure via the Disclosure and Barring Service.