



The Warriner Multi Academy Trust

E-mail: recruitment.4007@warriner.oxon.sch.uk

CEO: Dr Annabel Kay

Governance Professional – Clerk to the Governors

Part time and Full time opportunities available

This part or full time role allows considerable flexibility in terms of when and where work is completed. You would be part of a team and receive training and support to develop and thrive, whilst making a significant contribution to our schools.

Governance within the Warriner Multi Academy Trust work is highly valued by our school leaders supporting accountability, school improvement and the continuing drive towards educational excellence. The advice and record keeping of a Governance Professional is vital to ensure effective governance. The WMAT is an expanding Trust and as such we are seeking to appoint additional members of our Governance Support Team as a Clerk to the Governors in Trust Primary Schools.

- salary range; £12.95- £14.38 per hour plus holiday pay, (FTE **£24,982-£27,741**) Governance Professionals will be moved to the top of the salary range once they have achieved their level 3 Governance Professional qualification.
- Working hours; 6-37 hours per week to be agreed with the successful candidate. Term time only
- 1 or 2 evening meetings a term (based on 6 terms a year) for a part time appointment of 6 hours a week.

Applications would be welcome from both experienced Governance Professionals and individuals with no prior experience looking to develop into the role.

If you would like to find out more about the role to find out if it is suitable for you please contact the Trust HR and Governance Director Catherine Musgrove at c.musgrove@warriner.oxon.sch.uk

A job description and application form is available from The Warriner School's website:

www.thewarrinerschool.co.uk/vacancies or Mrs Trish Morgan, PA to Headteacher at recruitment.4007@warriner.oxon.sch.uk

Please note we can only accept CVs as supporting documentation when submitted along with a fully completed application form.

This is open recruitment without a fixed deadline. We will invite suitable candidates for interview at the earliest opportunity after receiving applications, with a job appointment date as soon as possible after references have been received.

All schools within the Warriner MAT are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references.