



Vanguard Learning Trust

Advertisement

Clerk to schools' governing bodies

Salary: £20 per hour

Hours: Flexible (average 6-7 hours per week), 21 meetings per year

Required for November

Vanguard Learning Trust is keen to recruit a clerk for its schools, Ruislip High School, Ryefield Primary School and Vyners School. The successful candidate needs to have the skills and knowledge to provide advice to governors and ensure that all administration matters are compliant with legal and regulatory requirements. The successful candidate will need to be computer literate, familiar with Microsoft Office and in using email. The appointed clerk will also need to demonstrate through the recruitment process that he/she possesses the necessary attention to detail and proofreading skills that are required for the role.

Why work for Vanguard Learning Trust?

Vanguard Learning Trust is a cross-phase Trust in the London Borough of Hillingdon. The Trust currently has three schools: Ruislip High School, Ryefield Primary School and Vyners School. It also has schools with associate membership. The successful candidate will be provided with professional development opportunities as part of the Trust's governance days and will be supported in his/her role by the Trust's company secretary.

Application letters and CVs should be returned to:

Emma Jordan, PA to the Executive Headteacher via email to: recruitment@vlt.org.uk

CLOSING DATE: Thursday 8th October 2020

INTERVIEW DATE: Friday 16th October 2020

This Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.

Vanguard Learning Trust is an equal opportunities employer.