



**FRIARS MULTI ACADEMY TRUST**

C/O Friars Academy

Friars Close, Wellingborough,

Northants, NN8 2LA

Tel: 01933 304950

E-Mail: [operations@friars.northants.sch.uk](mailto:operations@friars.northants.sch.uk)

Website: [www.friarsacademy.org](http://www.friarsacademy.org)

Required ASAP

**Trust Clerk**

Salary: Scale Point J – Point 27-31 (FTE £31,895 - £35,336)

Contract: 15 hours per week / 38 weeks per year

We are looking to appoint a Trust Clerk to support the Executive Headteacher and Board of Trustees.

Friars Multi Academy Trust currently comprises of two secondary schools for students with an increasingly diverse range of special educational needs. The successful applicant must possess the necessary skills to assist the smooth running of Trustee Meetings, policy management and review together with all other associated duties whilst remaining calm and professional at all times.

The successful applicant must be able to attend evening meetings, which usually start at 4.15pm

Applications are invited from anyone who:

- Has excellent written and oral communication skills
- Is organised and methodical
- Is a team player
- Has previous experience as a Clerk to Governors/Trustees

We offer:

- A committed staff team.
- Opportunities for innovative ways of working.
- An opportunity to build and further develop the role.
- High quality professional development opportunities.

To request an application pack please email Mrs S Downhill, Chief Operating Officer at [operations@friars.northants.sch.uk](mailto:operations@friars.northants.sch.uk)

**Closing date for applications:** 25<sup>th</sup> November 2022 at 12.00noon  
**Interview Date:** TBC

We are an Equal Opportunities employer and welcome applications from appropriately qualified persons regardless of gender, race, religion, disability or age. Friars Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete an enhanced Disclosure Barring Service check and any offer of employment will be subject to satisfactory references.

Friars Academy is part of Friars Multi Academy Trust, a charitable company limited by guarantee and registered in England and Wales with company number 08722556. The registered office is Friars Close, Wellingborough, Northamptonshire NN8 2LA