



## Job Advert: Local Governing Body Clerk

Three schools within the Everychild Partnership Trust in Surrey are looking for a committed and enthusiastic Local Governing Body Clerk.

This is a part-time, permanent role, working term time only, 10 hours per week.

The salary is Surrey PS4 £24,993 - £25,993 (FTE).

### Our Schools:

Our schools are committed to providing a supportive and inclusive environment for all students. We value our staff as our biggest asset and are proud to offer an enhanced wellbeing package and warm and welcoming environments.

### About the Role:

The successful candidate will provide essential administrative support to the Local Governing Body, covering three schools. Key responsibilities include preparing agendas and minutes for meetings and ensuring compliance with statutory governance requirements.

### Why Join Us?

- Be a part of a dedicated team committed to the educational success of every child.
- Opportunities for professional development with CPD offerings.
- Work in a supportive and inclusive environment.

### Meetings

This is a part time role with all meetings held during term time. Full governing board meetings are often held in the evening with a 6.00pm start while committee meetings are held at various times of day, as early as 8am:

- **Six meetings per school per year for Full Governing Board**
- **Six meetings per school per year for Agenda settings**
- **Additional meetings as and when required**
- **Additional meetings if required to minute Complaints.**

### Safeguarding Commitment:

Everychild Partnership Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to satisfactory reference checks, a Disclosure and Barring service (DBS) check and a health check. Everychild Partnership Trust welcomes a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.

Everychild Partnership Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Closing date: 9am, 10<sup>th</sup> March 2025**





**Interview date: w/c 17<sup>th</sup> March 2025**

If you are interested, please download an application form and job description from our website or Eteach and send the application form to us at [admin@everychildpartnership.org.uk](mailto:admin@everychildpartnership.org.uk)