

Clerk to the Local Governing Body

£11.88- £13.03 per hour inclusive



The Oxford Diocesan Schools Trust is a multi-academy trust formed in 2012 built on the foundations of a belief in educational excellence and a calling to serve pupils, staff, parents and local communities by providing academies with the highest levels of academic rigour and pastoral care.

Central to the operation of each ODST academy is the Local Governing Body (LGB) and as ODST grows, so too does our need for clerks to support LGB meetings which are held approximately 6 times a year.

We currently have opportunities in various schools and are always on the look-out for committed individuals who would be willing to act as Clerk to a Local Governing Body. This involves preparing agendas and producing the minutes for LGB meetings. Each governing body meeting requires around nine hours' work which includes attendance at the meeting. You may also be called on at times to provide advice to the governors on the statutory requirements of a school.

To carry out the role you will need strong organizational skills, the ability to prioritize your workload and good customer service skills. The ability to work on your own initiative is essential and excellent oral and written communication skills are required. The role also offers an opportunity to contribute to improvement and higher achievement in schools.

The role will be home-based with the need to attend some (evening) meetings at schools. Wherever possible we will try to match you up with a governing body relatively close to your home.

Training and support will be provided and there will be the opportunity to attend regular briefings.

For further information, please contact Julian Hehir on 07802 880220 or email Julian.hehir@oxford.anglican.org