



## **Chapel St Leonards**

Amery Way, Chapel St Leonards, Skegness, PE24 5LS

### **Clerk to the Local School Board**

#### **Grade: G4**

£19,698 - £20,903 per annum FTE (£1,331 - £1,412 per annum pro rata)

Permanent contract  
2.5 hours per week  
52 weeks per annum

Commencing January 2021

We are seeking to recruit a Clerk to the Local School Board to provide administrative support to the Governors of Woodlands Academy. This is an important role providing support for the efficient governance of the school.

The role is varied and duties will include:

- Providing advice to the Local School Board on governance, constitutional and procedural matters.
- Providing effective administrative support to the LSB and its committees including the preparation of agendas, and the taking and distribution of minutes.
- Ensuring the LSB is properly constituted.
- Managing information effectively in accordance with legal requirements.

The contract is for 2.5 hours per week across the year, with a mix of daytime and evening meetings at the school. The administrative role can be undertaken at home.

The successful candidate will be well organised and confident with good communication skills.

To download an information pack and application form, please visit the CIT website:

[www.citacademies.co.uk](http://www.citacademies.co.uk) or email: [suzanne.fenn@citacademies.co.uk](mailto:suzanne.fenn@citacademies.co.uk).

Closing date for applications: Noon on Friday 8 January, 2021

**CIT is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure check.**