



**Slough and East Berkshire C. of E.
Multi Academy Trust**

Chief Executive Officer: Mr Chris Spencer
c/o Slough and Eton School, Ragstone Road, Chalvey, Slough, SL1 2PU.
Tel: 01753 520824 e.mail: ceo.pa@sebmat.com www.sebmat.com



Clerk to the Governors/PA to SEBMAT CEO

<p>Salary – £16.82 per hour</p> <p>15 hours per week flexible – attendance at some evening meetings)</p> <p>Term time only (38 weeks)</p> <p>NO AGENCIES PLEASE</p>	<p>Required – ASAP</p> <p>We have a vacancy for a part time Clerk to Governors /PA to the SEBMAT CEO. This post may also involve occasional financial assistance to the Director of Resources and Head of Finance.</p> <p>The post involves being clerk to all SEBMAT Governor and Director meetings. This requires working effectively with the chairs and head teachers in preparing purposeful agendas, taking into account Department for Education (DfE) requirements and regulations with the focus on enhancing school effectiveness and educational standards. It will also include administrative assistance to the CEO and Chair of Directors as required.</p> <p>Skills and qualifications:</p> <ul style="list-style-type: none"> • GCSE or equivalent (NVQ Level 2) passes in English and mathematics • Travel to and from the various SEBMAT locations to attend meetings and fulfil the requirements of the post. • Strong written and oral communication skills • Competent numerical skills • Ability to work on own initiative as well as part of a team • Excellent organisation skills and attention to detail • Ability to handle the administration with routine financial transactions • Good Microsoft Excel skills and other Microsoft packages <p>Personal qualities</p> <ul style="list-style-type: none"> • A flexible and adaptable approach in working hours as the workload is variable and meetings will take place during the day and some the evenings • A desire to continue to learn and develop • Resilience and determination to be successful <p>We look forward to hearing from you.</p> <p>We are, of course, committed to safeguarding the welfare of our students and staff and will conduct all necessary DBS checks as part of our recruitment process.</p> <p>If you would like to contribute to our exciting future please contact our SEBMAT HR Advisor, Beverly Glanville for an application form beverly.glanville@slougheton.com or visit our website at www.slougheton.com in the vacancy section for further details and application pack. CV's alone will not be accepted as a valid application.</p> <p>Closing date: Monday 16th October 2017 (midday) Interviews: w/e Friday 20th October 2017</p>
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