



Governance Professional required for Earley St Peter's CoE Primary School and St Nicholas CoE Primary School

Required as soon as possible

Grade 5 SP12-17 depending on level of experience from £15.61 - £17.00 per hour

Term time only + 2weeks Permanent

We are looking to appoint an experienced Governance Professional to join our Local Governing Bodies. This role will be a hybrid role which will involve evening commitment for both schools.

Both Earley St Peter's and St Nicholas are members of The Keys Academy Trust. The Keys Academy Trust is a primary specialist MAT committed to providing the very best educational experiences for our pupils and staff, so that our schools are recognised as centres of academic and pastoral excellence at the heart of the communities they serve.

The successful candidate(s) will have:

- Good general communication skills
- Excellent, accurate, and concise writing skills
- Excellent working knowledge of Microsoft 365
- Good organisational skills – able to prioritise workload
- Excellent record keeping, information retrieval and dissemination of governing body data/documentation
- Tact, diplomacy, confidentiality and sensitivity
- Ability to use appropriate IT equipment as required by the governing body
- Experience of setting up virtual meetings via MS Teams
- An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.

We are able to offer:

- Attractive Local Government Pension Scheme
- Well organised school and Governing Body with strong links to other schools and Governance Professionals within The Keys Academy Trust
- Training to develop personal skills and expertise and access to regular Governance Professional Briefings

We welcome and encourage visits to our schools, to arrange a visit or to find out further information, please contact hr@keysacademytrust.org

Job descriptions, person specifications and application forms can be found on the school website at www.earley-st-peters.wokingham.sch.uk

Applications must be submitted by email with a letter of application to hr@keysacademytrust.org

Applications will be considered as they are received so early applications are encouraged. The Trust reserves the right to appoint prior to the closing date.

No CVs will be accepted.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service enhanced criminal records check.

Closing Date: 9am on Friday 4 October 2024

Interviews: Week Commencing 9 October 2024

No Agencies please.