

Virtual Clerk to the Local Governing Body



A Clerk's Insight Session

Thursday 11th February 2021

12:00 – 1:00pm

6:00pm – 7:00pm

The Diocese of Hereford Multi-Academy Trust are looking for virtual clerks to support our Local Academy Boards (LAB)

The Trust has 15 academies across Shropshire, Herefordshire and Worcestershire. The role of the LAB is to support our academies, with the role of clerk integral to their success.

Although no previous clerking experience is required, strong administration and ICT skills are necessary. Experience of virtual meetings via Zoom/Teams would also be desirable.

The majority of our LAB meetings take place late afternoon/early evening, but there will be a need for the clerk to monitor emails and attend briefings between meetings. Full training and a laptop will be provided.

We currently have a number of vacancies. If you want to find out more, and chat with existing Trust clerks, we are running 2 virtual Clerk's Insight sessions on Thursday 11th February (times above), email admin@dhmat.org.uk and we will send you joining instructions.

The Diocese of Hereford Multi-Academy Trust is committed to safeguarding and promoting the welfare of our children and expects all staff and volunteers to share this commitment. These posts are subject to an enhanced DBS check and follows our safer recruiting policy.