



Clerk to Nexus Education Schools Trust

Nexus Education Schools Trust is recruiting for a clerk as it builds capacity within the services it provides to schools. It is estimated the role would support one to two meetings a term per school. Candidates may have capacity to support more than one school. Training and support are provided with a termly clerk's briefing and other development opportunities.

The successful candidate will be required to provide full clerking services to NEST Central meetings and meetings in individual schools, as appropriate. To clerk other ad hoc meetings (e.g. disciplinary and appeal panels) as may be required during the year. Manage all information effectively and in accordance with legal requirements. Access and provide information and guidance on constitutional and procedural matters, as necessary.

Part-time, term-time only (flexible hours). Approximately 20 hours per term; equating to 1-2 meetings a term.

Salary commensurate with experience S7 (£25,128 - £26,985 pro rata equivalent to £15.00-£16.11 per hour - commensurate with experience)

Closing date 12pm on 3 May 2022.

Interviews will take place on 10 and 12 May 2022

NEST is a growing Multi Academy Trust, presently with 11 primary schools across the London Borough of Bromley. Our schools have benefited from capital investment over the last five years and provide excellent learning opportunities for our pupils. We partner with several multi academies and maintained groups of schools. NEST are accountable for the work of the Thames South Teaching School Hub, delivering teacher training and development in Bromley, Bexley and Greenwich.

NEST Schools are governed by Local Committees who volunteer to serve their local community. The Clerk has an integral role in the management and smooth operation of the Local Committee and provides advice and support throughout the term, as well as attending and minuting the meetings.

NEST is an exceptional and distinctive learning community

At NEST our commitment to the learning process challenges all of our schools to fully endorse the concept of collaborative learning. Just as our commitment to inclusion is a non-negotiable so too is each school's contribution to inter-school learning and the development of a NEST wide professional learning community.

Our team is committed to the principle:

"We have a moral purpose to provide excellence and opportunity for all, to enable lives to be transformed".

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance. www.nestschools.org

Full details of the post and the roles and responsibilities can be found in the Recruitment Pack at www.nestschools.org/careers/ Please complete the application form and return to lbromley@nestschools.org by 12pm on 3 May 2022. CVs will not be considered.