**Administrator to School Governing Body**

**Home Based with the option of working from a school office**

**Working for 4- 6 schools in the East Coast and Humber area**

**Up to 48 hours per school per academic year, £10.81 - £11.70 per hour**

**Meetings mostly in the evenings**

**About the Trust**

Ebor Academy Trust is a family of schools located across North and East Yorkshire, York and the Humber region.   Our vision is to deliver high quality, rich and engaging education at the heart of our diverse communities. To do this, we are committed to building professional collaborations of best practice both across and beyond the Trust. Through this, we aim to enable all our learners to flourish, and to open doors for their best futures.

We genuinely seek to live our values of Excellence, Belonging, Opportunity and Respect, which underpin all we do.

**About the role**

We are looking to recruit an Administrator to service our schools’ governing bodies. There are various schools in the East Coast and Humber area currently seeking such administrative support, applicants can apply for one or more position.

The role will predominantly involve compiling and organising agenda as well as attending and taking minutes at the meetings.

This role will be largely based at home, however we are able to provide office space at one of our schools or within our Central Services Team offices if this is more suitable.

There will be up to 6 meetings that the Administrator will service and attend, per school, per academic year; there will be 8 hours of paid work for each meeting and mileage is payable for travel.

The Ebor Academy Trust Head of Governance, Wendy Harrington, will assist in supporting throughout the role and providing training and guidance.

**Job requirements**

As the first point of call for the Local Governing Body, you will need excellent communication and organisation skills and be able to take detailed minutes during meetings.

Flexibility will play a key part in this role, the working hours will differ but the meetings are mainly during the evenings. The ability to travel to the different schools and meetings is also essential.

A capable user of Microsoft and Google software, you will have a professional and sensitive approach to handling personal information, understanding the importance of confidentiality and the ability to remain impartial.   Experience of servicing formal meetings is desirable, although full training will be given.

In return we can offer you a friendly team, supportive schools and dedicated governors.

**Working with us**

All new starters with the Trust receive a thorough induction programme, followed by a programme of training which is essential to the role.  But it doesn’t stop there, all staff receive development on an ongoing basis and we actively encourage career development through a range of CPD and longer programmes of learning.

The Trust is striving to be an inclusive and diverse organisation, where everyone feels able to be themselves and experiences a strong sense of belonging. The Trust wholeheartedly supports the principle of equality and diversity in employment and opposes all forms of unfair or unlawful discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sex.  We encourage and support the recruitment, retention and career development of people from as wide a range as possible of ethnic, cultural and social backgrounds and seek to develop a community of staff that accurately represents society as a whole.  All applications for employment with the Trust will be considered against the criteria outlined in the person specification for the position advertised.

**Closing date for applications:  Monday 6th June 2022 at 9.00am**

**Interview date: To be confirmed**

**For any enquires please contact; Wendy Harrington, Governance Manager,** [**w.harrington@ebor.academy**](mailto:w.harrington@ebor.academy)

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts at our school. This post will be subject to enhanced checks.