



Regional Governance Administrator

Lincoln Carlton Academy, Mount Street Academy, Benjamin Adlard School, Boston West Academy, Grampian Primary Academy & KYRA Teaching School

Start Date: ASAP

Salary: G4 9-12 depending on experience (part-time equivalent starting salary is £4,617)

Hours: Flexible working pattern to meet the needs of the schools. Equivalent to 11 hours per week for 39 weeks per year. The postholder will be required to attend evening meetings.

Contract: Permanent

Base School: Lincoln Carlton Academy will be the base school, although the role will be spread over a region of schools. There is scope for some hours to be worked from home with agreement from line manager.

We are looking to appoint an enthusiastic, focused and self-motivated individual to support the local governance for a growing regional team of schools and the Kyra Teaching School Alliance. We are looking for someone who is willing to learn, flexible, hardworking and has a very strong working knowledge of computer programmes particularly word, excel and outlook. You will use your initiative to create effective processes and procedures and ensure you are in charge of your own workload.

The successful candidate will provide governance advice and administrative support for Heads, Governors and other staff members, ensuring statutory requirements are fulfilled and will act as a central point of contact. Travelling across the region, you will clerk meetings and ensure information is shared in a timely and relevant way.

In return we can offer a modern working environment, a high degree of flexibility and the potential of future opportunities as the school grows. We are deeply committed to high quality professional development for all our staff.

Please contact Sarah Middleton at recruitment@lincolnmountstreet.lincs.sch.uk or on 07900236662 to arrange a visit or informal discussion about the role. Electronic packs are available to download from our school websites www.lincolncarltonacademy.com, www.mounstreetacademy.com and www.benjaminadlard.lincs.sch.uk.

Closing date: 12 noon on Tuesday 29th January 2019

We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to the relevant pre-employment checks which will, where applicable, include a health check, a DBS check with children's barred list and satisfactory references. Our schools are part of CfBT Schools Trust, which is a charity and a company limited by guarantee. Registered in England & Wales. Company No. [7468210](http://www.cfbtschoolstrust.com). Registered Office: Highbridge House, 16-18 Duke Street, Reading, RG1 4RU.