



Bishop Wilkinson

Catholic Education Trust

Governance Clerk

Location: Head Office, Gateshead
Grade: G (£25,927 - £28,226 per annum)
Hours: Part Time (26 hours), Full Year or Term Time only equivalent

Bishop Wilkinson Catholic Education Trust wish to appoint a motivated and committed Governance Clerk to work across the schools in our Trust.

Bishop Wilkinson Catholic Education Trust is proud to be a family of secondary, middle, primary and first schools in Durham, Gateshead, Northumberland and Sunderland. Bishop Wilkinson is the largest Catholic education trust in the North East of England, which will have a total of 48 schools by the autumn of 2022. This is an exciting time to join our supportive, and growing team.

Working with the Director of Governance, the Governance Clerk will provide advice and guidance to Governors on constitutional and procedural matters and contribute towards the efficient functioning of Local Governing Committees.

As part of this role, you will be required to provide full clerking, administrative and organisational support to ensure Local Governing Committees work in compliance with the BWCET Articles of Association and Scheme of Delegation.

We support options to work from home on occasion under normal circumstances, as agreed with the Director of Governance.

We are seeking an individual to:

Be responsible for overseeing all aspects of Local Governing Committee (LGC) effectiveness and compliance, ensuring governance adheres to good practice and meets all statutory and regulatory requirements by:

- Supporting the efficient and effective operation of LGC's;
- Ensuring LGC's carry out their functions; and
- Supporting development of the Trust's governance framework, its systems, processes, and structures

The successful candidate will have:

- A nationally recognised clerks' qualification (Level 3) or willingness to work towards this within 12 months



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- A good standard of numeracy, literacy and IT skills
- Experience of clerking including organising meetings, drafting agendas and accurate minute taking
- Excellent organisational skills
- Excellent communication skills, both written and oral skills
- The ability to provide and seek relevant advice
- The ability to build and form good relationships with Governors, senior management, and colleagues at all levels
- The ability to work flexibly, under pressure to tight deadlines and respond to unplanned situations
- The ability to attend evening meetings as required working outside of core hours
- Discretion and confidentiality when dealing with sensitive matters
- The ability to travel and work across all sites within the BWCET
- A background in the education sector - desired but not essential

For an application form and further details about this vacancy please visit our website <http://bwcet.com/vacancies/> where applications can be completed online.

Closing date: Monday 20th June 2022

Interview date: Week commencing 27th June

The Bishop Wilkinson Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act and is subject to an enhanced DBS check.