



The Potteries Educational Trust works collaboratively with educational institutions from across Stoke on Trent, Staffordshire and beyond, seeking to improve outcomes for all children and young people in the region. The Trust is a vibrant Learning Community working to maintain and develop excellent and innovative teaching and learning. The Trust seeks to deliver high quality parental engagement, pastoral support and the pooling of resources and expertise to achieve an Outstanding learning experience and outcomes for all our children and young people. Institutions work together to foster high quality academic and pastoral support, utilising the best elements of educational research in moving existing strong practice to outstanding in every sense.

MAT Clerk and Company Secretary **(Part time / Permanent)**

We are seeking to appoint a Clerk to the Potteries Educational Trust who will provide a high quality professional clerking service to support the Trust and its Committees. The main purpose of the role is to advise members, trustees and the governing board on governance, legislation and procedural matters and to provide a confidential and effective administrative support service to the Trust for all Trust and Sub-Committee meetings. The Clerk will work closely with the Chair of Trustees, Chairs of Sub-Committees, Headteachers, Principals and School/College Clerks to ensure the efficient management of the Trust's work.

The successful candidate should be highly organised and motivated with excellent time management, interpersonal skills, administrative and organisational skills. The Clerk will ensure that the Trust complies with standard financial and legal practice and maintains high standards of corporate governance, managing information in accordance with legal requirements.

The post requires preparation for and attendance at up to 25 trust and sub-committee meetings per year and it is estimated that hours average in the region of 10 hours per week. Hours are not fixed due to the nature of the post and the post holder will need to work flexibly to meet the requirements of the role, meet deadlines, attend early morning / evening meetings and ad hoc panel meetings.

Salary: 25,000 per annum, pro rata

Closing date: Friday 11th May, 12.00noon

For further details and an application form please visit the PET website: www.potterieseducationaltrust.ac.uk or email personnel@stokesfc.ac.uk. Alternatively, telephone the Personnel Department on (01782) 854210.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You should note that an enhanced DBS Disclosure will be required prior to taking up an appointment with the Trust.

