**Governance Clerk – Job Description**

**Forward As One CE Academy Trust are seeking to appoint a: self-motivated, proactive, dedicated and organised individual to join our committed team in the pursuit of excellence!**

**#OneTeam #OneMission #OneFamily**

**Could this be you?**

**We are…**

* A growing CofE MAT consisting of 8 schools across Bolton, Bury and Tameside
* Passionate about providing our children with the best learning experiences and life chances
* Fortunate to benefit from a supportive and challenging Member and Trustee Board who push us to achieve great things!
* One Team who are committed to collaboration across all schools

**We will…**

* Support each employee in their own development
* Develop you as a professional by providing access to appropriate accredited qualifications
* Give you access to a ‘CPD Flightpath’ to ensure you reach your true potential

**We are seeking…**

* An organised, forward-thinking, diligent individual who is ambitious for their own future
* Someone who is able to manage a demanding workload effectively with an eye for detail
* A team player – who is willing to contribute to our #OneTeam philosophy
* An individual who wants to challenge themselves
* Someone who wants to make a difference to our young people!

If you would like to learn more about this opportunity – please contact Jennifer Mills – MillsJ@spsd.fa1.uk

**Closing date –** 6th August 2021 (12 noon)

**Interviews –** 12th August 2021