



PART-TIME ADMINISTRATOR, PORTSMOUTH

Approx. 176 hours per annum

£14.95 - £16.27 per hour (incl. holiday pay)

OR

£16.55 - £18.03 per hour (incl. holiday pay) – Qualified Clerk

As an integral member of the University of Chichester Academy Trust ('the Trust') you will provide dedicated professional administrative support to two of our school's governing bodies. A governing body has responsibility to oversee the performance of a school, acting as critical friend to the senior leadership team.

Working with the Chair of Governors and Headteacher you will set-up and service meetings, ensuring all relevant arrangements are made. This will include finalising pre-set agendas, collating and sending out relevant papers using an online system, taking notes of the meeting and ensuring follow-up actions are taken. You will also be required to provide advice and guidance, depending on experience and undertake a range of general administrative duties.

There are approximately 7 meetings per annum, during the school term time, with each meeting expected to be 2 hours in duration, although some flexibility may be required. The meetings are held in the Stamshaw and Buckland area, late afternoon/early evening. Whilst you must attend the meetings in-person, there is flexibility to completing the administration either through home working or attending the school.

Whilst you will receive extensive support centrally and be expected to attend 3 meetings per year (2 virtual) with other Clerks, you will need to be adept at managing your own time and work pro-actively to ensure timelines are met and the schools receive a professional administrative service.

Additional duties expected of a qualified Clerk would include facilitating meetings and hearings in respect of exclusions, suspensions and hearings across the Trust. You would receive additional hours for this work.

As an employee of the University of Chichester Multi Academy Trust you will also be eligible to join the Local Government pension scheme, in addition to other benefits such as employee wellbeing, discount scheme from all major retailers and opportunities for personal and career development.

For further information about the role, please contact Phil Matthews, HR Manager on 01243 793499 or by email unicathr@chi.ac.uk.

To view a copy of the Job Profile please visit <https://www.unicat.org.uk/jobs/find-your-job>. Completed application forms should be emailed to unicathr@chi.ac.uk.

Early applications are encouraged as this vacancy may close prior to the published closing date if suitable candidates are identified.

Closing date: 9.00am on 5 February 2024

Interview date: TBC

