

Twyford Church of England Academies Trust, West London is seeking to appoint

Clerks to the Trust – based at *Twyford Church of England High School, Twyford Crescent, Acton, London, W3 9PP*

Clerks – variable hours

Variable hours – hourly rate is £15.40

Closing date: 12 noon on Wednesday 22nd September 2021

Interview date: Tbc W/c Monday 27th September 2021

We are looking to appoint a Clerk (variable hours) to work within our clerking team.

The team, managed by the Head Clerk, delivers a clerking service for the **Board of Directors** of the Twyford Church of England Trust, and the **Governing Bodies** of Twyford CE High School (Acton), William Perkin CE High School (Greenford), Ada Lovelace CE High School (Ealing) and Ealing Fields High School (Ealing).

Tasks include preparation of paperwork for, and taking minutes at, Governing Body or sub-committee meetings (all are evening meetings), and support for Admissions Appeals and Exclusions processes. It is essential that the new post-holder has a typing speed of 50 wpm and has had secretarial experience. It is also desirable that she/he has experience of clerking committees, however other relevant experience will be considered. Applicants should have well developed administrative skills, initiative and personal efficiency. Training in specific school procedures will be given. The new post-holder must be able to work professionally under pressure to meet deadlines, and operate flexibly within the changing needs of the Trust.

The new post-holder should be able to work flexible hours as the role involves attending evening meetings. The team cover approximately 12 meetings per year at each of the Trust schools. These are always held in term time and are normally on a Tuesday, Wednesday or Thursday evening, there could be more than one evening meeting a week.

The role is based within the Trust Operations team at Twyford School though there is a requirement to work at all Trust schools, including for evening meetings.

For more information about this role please see the Job Description on the Twyford Trust website at: <http://www.twyfordacademies.org.uk/recruitment/vacancies>

Successful Candidates will be:

Proactive, approachable, calm and professional. S/he will have excellent communication skills and a high level of personal organisation. The post-holder will need to be flexible in their approach to working hours and have commitment to the values and ethos of the Trust.

We offer:

- Excellent working relationships at all levels
- On-the-job learning and development opportunities
- Membership of the Local Government Pension Scheme

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Twyford CE High School, Acton

Twyford CE High School was set up by the LDBS in 1981. The school has an excellent reputation and is rated 'Outstanding' by Ofsted (May 2012) and SIAMS (April 2017). It has developed specialisms in Music and Modern Foreign Languages, as well as a large and highly successful Sixth Form in which Maths, Maths and Computing are the largest areas. Since its inception the school has grown considerably and now admits around 975 students aged 11 to 16, and an additional 500 students to the Sixth Form.

The Twyford Trust

The Twyford Trust was established in October 2011 to enable an existing School, Twyford CE High School, to build on its successes and look outward to the large number of parents who were eager to become part of its community. The Twyford Trust aims to deliver outstanding education in a comprehensive school setting, and embraces the Twyford School motto 'Life in all its fullness', encouraging students to use their individual gifts wisely and well. Supported by the London Diocesan Board for Schools (LDBS), the Trust is the overarching organisation which provides support for all Trust schools. The Trust opens a fourth Ealing high school, Ada Lovelace C of E High School, in September 2018.

How to apply

Please visit the Vacancies page of the Twyford Trust website <https://twyfordacademies.org.uk/recruitment/vacancies> for more information about how to apply, and to download a Job Description, Application Form and Letter to Applicants.

Applications must be submitted to HR/Recruitment, Twyford Church of England Academies Trust, c/o Twyford Church of England School, Twyford Crescent, Acton, London W3 9PP by the closing time and date above. Applications can be emailed to recruitment@twyfordacademies.org.uk Please do not send applications by fax.

The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.