



Great Oak Multi Academy Trust

School Street, Great Chesterford, Essex CB10 1NN

Telephone: 01799 530292

Clerk to the local Governing Bodies

Scale 5, SCP 9-12 (FTE £25,119-£26,421)

Routine meetings: 8 evening meetings per year at Great Chesterford or Debden

We are looking to appoint a Clerk to both of our local Governing Bodies to provide clerking services at all of our Full Governing Body meetings.

This is an exciting opportunity for someone to join an established governance team and work flexibly around a calendar of scheduled meetings, supporting the Executive Headteacher, Headteachers, Trust Clerk and Governing Bodies in the delivery of governance policy, working within the broad context of legislative requirements. Tasks primarily involve setting meeting agendas and writing minutes.

The successful candidate will have excellent communication and organisational skills, be able to work independently and able to organise their own time whilst working to strict deadlines.

There are 8 regular meetings per academic year (4 per local governing body) - dates are set at the start of each academic year. The meetings take place at each respective school.

Great Oak MAT is a small friendly Trust made up of Great Chesterford C of E Primary Academy and Debden C of E Primary Academy, connected by a common commitment to learn from each other by sharing good practice and experiences, as well as supporting each other across the Academy community. Our purpose is to work as a team to develop collaboration to ensure every child within Great Oak MAT has the best possible educational experiences.

Closing Date: Midday on Wednesday, 4 February 2026

Interviews: Monday, 9 February 2026

Application forms are available from sdyster@greatchesterford.essex.sch.uk

Great Oak Multi Academy Trust has a strong focus on promoting Christian values. To find out more about this exciting opportunity and our Trust, please visit <http://www.greatoakmat.co.uk>

Great Oak Multi Academy Trust is committed to the safeguarding, protection and welfare of children and young people and we expect all staff and volunteers to share this commitment. Following safer recruitment procedures, the successful applicant will be subject to satisfactory references and enhanced DBS checks.