



The NSB Trust
Billing Road Northampton NN1 5RT
Executive Headteacher: Richard Bernard



Governance Professional for The NSB Trust (Clerk to the Governors) For September 2024

Salary: NSB Trust Support Staff Scale 5-10, £23,500 - £25, 545 FTE
Actual £8,686.56 – £9,442.44

(Please note the salary is based on April 2023 Support Staff Pay Rates as April 2024 are still to be confirmed).
Additional pay will be awarded for attendance at meeting outside of contractual hours

Hours: 16 hrs per week, 40 weeks a year (term time plus training days, plus 5 days in the holidays. The associated hours can be flexibly taken through negotiation. In addition there is a requirement to clerk Trust Board Meetings throughout the school year, which average 6 to 7 a Term (six Term year). These maybe afternoons and / or early evening

Please see this link for full details of benefits: [NSB Employee Benefits](#)

What we are looking for

We are currently seeking an enthusiastic and organised Governance Professional (Clerk to the Governors) for The NSB Trust. The successful candidate will be responsible for preparing agendas, taking, writing up and distributing the minutes at all Governance meetings / committees, offering administrative support, keeping records and giving procedural and legislative advice to the governing body.

How to apply

We welcome all interested applicants to arrange a telephone/video call so that you can learn more about NSB and what we could offer you as a member of staff. Please also take the chance to browse our website to learn more about our past and how we are looking to the future.

Applications are accepted via the application form (available on the vacancies page), via TeachNorthants and TES.

We encourage you to submit your application as soon as possible, as we reserve the right to close the advert early if we find a suitable candidate.

Closing date: Monday, September 2nd – 9am

Interview Date: TBC



The Academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures, online checks and a satisfactory Enhanced Disclosure and Barring Service check.