



LEARNING ACCORD MULTI ACADEMY TRUST

CLERK TO LOCAL GOVERNING BOARDS

Responsible to: Chief Executive Officer, PA & Governance Manager

Key Contacts: Deputy CEO & Chief Finance Officer, Senior Leaders, MAT Trustees, Academy Heads, MAT Business Managers, School Governors, Diocese of Leeds.

Salary: £112 per meeting (Including Holiday Payment)

Work Time: 6 meetings per year, per school (will involve attending evening meetings)

Base: MAT HQ, Skelmanthorpe Academy Nursery Building, Elm Street, Skelmanthorpe, Huddersfield, HD8 9DZ

Start Date: Sep 2026

This is an exciting opportunity to use your experience to play a key role within the Learning Accord Multi Academy Trust based in Kirklees and Calderdale. The Trust currently has 18 schools with 2 pending conversions and is expanding.

We are looking to employ a professional Clerk to support governance of the Trust and member academies. We are in an exciting time as our central team is growing, and we are seeking a new Clerk to join this friendly and welcoming team.

Our team of Clerks work successfully with our Governance Professional, as well as the CEO, Headteachers and Local Governing Bodies. This is a fantastic opportunity to develop governance, administration and communication skills in a forward-thinking Trust. With the exception of attendance at meetings, all work can be completed flexibly within a set timeframe; the successful applicants will therefore need to be self-motivated and have a proactive approach to their workload.

A training programme with NGA will be provided for successful applicants, and support will be delivered from the central Trust team. Previous experience of governance or minute taking is preferred and strong experience in the administrative field is essential. The Trust will aim to work with applicants to identify suitable schools based on location and timings to ensure best outcomes where possible.

The role of a clerk includes:

- Attendance at least 6 evening meetings per year.
- Taking and producing accurate and comprehensive minutes of the meetings.
- Communicating important meeting updates to the governance team in an accurate and timely fashion.
- Responsibility for advising the Governors on procedural, constitutional and governance matters (with direction and support from the governance team).
- Utilising Microsoft Teams or Zoom where necessary.

We are looking for someone who:

- Is able to maintain confidentiality.
- Has excellent administrative and communication skills.
- Can work flexibly.
- Has the ability to work on their own initiative with the minimum of supervision.
- Can work as part of the whole school/Trust team

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.

Applications are welcome via –

<https://mynewterm.com/jobs/16581/EDV-2026-LAMAT-74628>

Please complete the online application form. **A CV is not required.** For a discussion or to arrange a visit to HQ, please contact Caroline Mann, PA & Governance Professional, by email: caroline.mann@learningaccord.org

Closing date: 12pm Thursday 25th June 2026

Proposed Interview Date: Thursday 2nd July 2026