



Academies for Character and Excellence

Excellence through Cultivating Character, Sharing Talents and Pursuing Innovation

Clerk to Local Advocate Boards (LAB) Shaldon Primary School

Grade Devon C 5 - Starting Hourly Rate £12.18

3 Hours Per Week - Permanent - Term time only

Hybrid - Office base provided, home working supported. Attendance at school for Local Advocate Board Meetings as required.

The Academies for Character and Excellence currently has seventeen Primary Schools and three Pre-schools. The Trust is an exciting mix of Church of England and Community Schools based in Devon, Torbay and Somerset, making up a dynamic and innovative learning organisation. The Academies for Character and Excellence (ACE) is a charitable Trust with a mission of Achieving Excellence through Cultivating Character, Sharing Talents and Pursuing Innovation.

We live our mission and return to this constantly to help guide every action. At the heart of all we do is the pursuit of excellence; we want to grow an exceptional Trust comprised of excellent schools. We are achieving this through our shared core values of collaboration, community, equity, integrity and of course uncompromising excellence.

We are truly collaborative, and we work together within and across our schools to ensure that all our children and staff members achieve their potential. Together we work to create a full and rich curriculum offer allowing everyone to flourish - we translate our vision of excellence into our everyday practice. We are proud of our outcomes, but we aspire to achieve more than just academic excellence for our children. We also want our children to become healthy thinkers, curious explorers, caring citizens, knowledgeable participants and confident individuals.

We aim to serve our communities, and our schools make every effort to connect with families, local community groups and organisations to ensure that our children and families are nurtured, supported and provided with opportunities through our schools.

Our value of equity leads us to want the very best of every child and every staff member. The Academies for Character and Excellence believes in 'Personal Growth for All' and we are committed to tackle inequalities and overcome disadvantage and to provide bespoke opportunities for professional learning for all.

We are looking to appoint an exceptional candidate who:

- Will provide effective administrative support to the Local Advocate Board (LAB) & Trust governance team
- Will be able to take accurate minutes of committee meetings
- Will manage information effectively in accordance with legal requirements
- Will ensure all statutory policies are in place and correctly published
- Will act as the first point of contact for committee members on procedural matters

We welcome applications from highly motivated individuals who will work effectively as part of our excellent team and contribute to wider school life, building positive relationships with all members of our

community and our governance team. We are looking for applicants who are dedicated to making a difference to children's lives and to ensure every child has the opportunities they deserve.

With the exception of attending committee meetings, this role will be suitable for homeworking.

Interested? If you feel you want to join a growing Trust with a very supportive and highly skilled governance team, then please send in your application. We offer excellent opportunities and development for all our staff throughout their careers within our Talent Management program and Personal Aspiration Plans.

This role requires the ability to fulfil all spoken aspects of the role with confidence and a fluency in English.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Therefore, an enhanced DBS clearance is required for this post.

For further information, please email beth.souster@acexcellence.co.uk

An application form is available to download either from our website <http://www.acexcellence.co.uk/ace-trust-vacancies> or by emailing charlotte.wilson@acexcellence.co.uk

Applications must be completed and emailed to recruitment@acexcellence.co.uk **by 9am Friday 18th October 2024 with interviews week commencing 21st October 2024.**
