

Governance Coordinator

Grade 6

Pay Point from 9 to 10

Range from £19,173 to £19,554 FTE

Permanent

Hours: 5 hours per week / Term time only 39 weeks per year

We are looking for an exceptional administrator to coordinate the governance activities through Learn –AT. The successful candidate will be an organised; professional team player with strong communication skills, who is committed to improving the quality of children's education. We can offer a happy working environment, great colleagues and an exciting opportunity to make a difference for children and adults.

Learn Academies Trust is a growing Multi Academy Trust based in Market Harborough and currently comprises 10 primary schools.

Essential;

- Administration work experience
- Literate – excellent standard of grammar punctuation and spelling
- Excellent interpersonal skills
- Good communication skills- both oral and written
- Well organised, dependable and flexible

You will need to be friendly, approachable and have high professional standards, with a willingness to show initiative in order to improve practices. Flexibility and a good sense of humour are essential to this role as is being a good team player.

For further information and application form please contact Michelle Dubois at Learn Academies Trust

Closing Date 28th October 2019 12.00pm

Interview Date TBC



Blaby Stokes
Primary School



Church Langton CE
Primary School



Great Bowden CE
Academy



Husbands Bosworth
CE Primary School



Lubenham All Saints
CE Primary School



Market Harborough
CE Primary School



Meadowdale
Primary School



Red Hill Field
Primary School



Ridgeway
Primary School



St Andrews CE
Primary School

Learn Academies Trust

Registered Address: School Lane, Lubenham LE16 9TW, 01858 260028, www.learn-at.org.uk
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