



5 Dimensions Trust

The Hazeley Academy Emperor Drive, Hazeley, Milton Keynes, Buckinghamshire, MK8 0PT

Fontaine France
recruitment@ct5d.com

Clerk to Local Governing Body
£150 per meeting
Part-Time Casual
Start date: 29/06/2026

About our School:

As part of the 5 Dimensions Trust, successful candidates can benefit from working in a multi-academy trust that guarantees:

- Access to high quality training opportunities
- A culture where there is a strong focus on employee wellbeing
- Generous auto-enrolment pension schemes, LGPS and TPS
 - Incremental and inflationary pay progression
 - Bespoke CPD and support
- Flexible working opportunities and enhanced family leave

At the 5 Dimensions Trust, we believe that happy employees are the foundation of a thriving organisation. Further information can be found in our People Strategy which outlines our commitment for the next five years.

The Trust reserves the right to close the application process at any stage should we receive sufficient applications.

5 Dimensions Trust is an equal opportunities employer. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Tel: 01908 677954

Email: recruitment@ct5d.com

Website: www.5dimensionstrust.com

CEO: Mr Tony Nelson

About the Role:

5 Dimensions Trust is currently advertising for the following exciting opportunity:

Clerk to Local Governing Body

To commence ASAP

Casual - Part-Time

Salary: £150 per meeting

An excellent opportunity has arisen for a highly efficient and organised Clerk to support Local Governing Bodies within 5 Dimensions Trust. You will be joining our growing governance team working with School Leaders and our team of volunteers to support local governing body meetings. Duties will include minute taking, providing administrative support to the governors and providing advice to governors on statutory and legal matters.

You will be expected to complete the Level 3 Certificate in the Clerking of School and Academy Governing Boards qualification.

The ideal candidate will:

- Have experience writing agendas and producing accurate concise minutes and action logs
- Be a proficient IT user with the ability to work efficiently with a high degree of accuracy

- Be able to work at times convenient to the Governing Body, including evening meetings
- Be able to travel to meetings across the Trusts' schools within the Milton Keynes area

Closing date for applications: 12/05/2026

Alternatively, you can apply here: <https://mynewterm.com/jobs/17101/EDV-2026-5DT-56904>