



## **ODYSSEY EDUCATIONAL TRUST**

### **HUMBERSTONE INFANT & JUNIOR ACADEMIES**



Main Street, Leicester LE5 1AE 0116 2767648

## **Governance Adviser and Administrator**

The Odyssey Educational Trust, Humberstone Infant and Junior Academies is seeking to appoint a suitably experienced, Governance Adviser and Administrator to provide a high quality Clerking and Governance Service across the Trust.

The successful applicant will provide a full range of Clerking and associated Governance tasks. Please see the attached tender document for the full range of duties and responsibilities related to this key role within the Trust.

Interested parties are required to complete and return the tender document attached. Queries or questions can be emailed to [cmeredith@humberstoneacademy.co.uk](mailto:cmeredith@humberstoneacademy.co.uk)

**Closing date:** Friday 8<sup>th</sup> October 2020 @ 12:00 noon

*Odyssey Trust is committed to safeguarding and promoting the welfare of all children and young people. Appointment is strictly subject to enhanced DBS check. Applicants with a current DBS Certificate should quote the Certificate number in their application.*