

**GLK Solutions Limited** is an independent education, project management and governance specialist. We offer clerking and governance contracts to the education and charity sector predominantly working with Academy Trusts. Due to an increase in demand for our services, we are looking for experienced Clerks and Governance Professionals to join our team.



We offer a mix of in-person and remote support to our clients by adding value to the boards we serve through effective guidance and advice as well as the production of key governance documents. We are looking for Associate Clerks, preferably based in the North of England who ideally have at least two years' experience clerking for a Board and at least one years' experience in Academies or Trusts.

**GLK** offer competitive rates of pay and our Associate Clerks will work closely with our Head of Governance and Lead Clerk to offer a high-quality clerking service to all our clients.

We offer an hourly rate of up to £22.50 plus mileage expenses for face-to-face meetings; on average we expect one meeting to be the equivalent of 8 hours activity including preparing meeting papers, attendance to take minutes, producing the draft minutes, and any follow up actions. We also offer additional time to support boards with any advice and queries.

We expect all Associate Clerks to provide their own laptop computer and broadband (when attending remote meetings).

If you would like to know more about GLK Solutions, please visit [www.glkgroup.co.uk](http://www.glkgroup.co.uk). If you are interested in an informal chat regarding working as an Associate Clerk, please contact Lesley Millard on 07921 645 756 or at [lesleymillard@glkgroup.co.uk](mailto:lesleymillard@glkgroup.co.uk).

