



Sir Roger Manwood's School

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GOVERNANCE PROFESSIONAL & COMPANY SECRETARY

Salary: Kent Range 6- 7, dependent on experience

Hours: 1 day (i.e.7 hours) per week for 38 weeks a year

Start: as soon as possible

The School is proud of its reputation for being inclusive, friendly and welcoming and one that focuses as much on the development of the whole person as much as it does on academic progress. We are seeking to appoint an efficient, exceptionally well organised person to be the Governance Professional and Company Secretary for the Governing Body. The person appointed will be expected to work in school Wednesday each week as that is the day of governing body meetings. On days when there is an evening meeting, the person appointed would need to flex their working day to accommodate the meeting. The contract is for 7 hours per week over the 38 term time weeks per year. Any time worked outside of those hours will be paid overtime.

A well-qualified and experienced candidate with a Level 3 Certificate in Clerking School & Academy Boards, or a qualified and/or experienced Company Secretary, will be remunerated on Kent Range 7 (£11,583 - £12,993); a person with less experience and without a Level 3 qualification will be remunerated on Kent Range 6 (£10,863 - £11,531) and will be expected to commit to Level 3 training.

Applicants should have suitable experience in a senior administrative role with a proven track record in secretarial tasks, diary management and have the ability to communicate at all levels. This varied and pivotal role requires the candidate to be versatile and forward thinking with excellent IT skills. The ability to multi-task the varied workload is essential, you will also be a confident team player with a natural ability to prioritise and build good working relationships.

For further details and a downloadable application form please visit the vacancies section of the School website (www.manwoods.co.uk) or contact Mrs K Robinson, on head@srms.kent.sch.uk or 01304 610206.

CLOSING DATE: Friday 17 May 2024 at midday

INTERVIEWS: Early applications are encouraged and will be considered before the deadline.

SHORTLISTING: only candidates who are shortlisted will be contacted

Any offer of employment will be subject to a health check, two satisfactory references and a satisfactory DBS Enhanced Disclosure.

Sir Roger Manwood's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Due to its Safer Recruitment Policy, the School will take up references before interview.