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**Company Secretary & Executive/Governance Support Professional**

Salary £7,349 to £7,934 Annually (Actual)

Part-Time

The De Curci Trust is seeking a highly organised governance professional to provide administrative and clerking support to the Board and Executive Team.  The successful candidate will join a thriving and supportive Trust and, as Company Secretary, play a key role in contributing to high standards of governance across the Trust’s schools.

Whilst experience of school governance /clerking would be desirable, we welcome applicants from other industries who may have suitable administrative / PA skills and experience. We believe in offering CPD opportunities for all colleagues, and relevant training would be available for the new postholder.

The role requires flexibility to meet the needs of the Board, including some evening meetings, whilst offering the opportunity for some home working. Exact working patterns and arrangements can be discussed at interview. Please see the job description for further information.

Prospective candidates are encouraged to contact the Trust for an informal discussion with the CEO or CFOO.  Please contact Marie Grenfell, PA to Ms Spivey.

The De Curci Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level, and any other background checks, including overseas checks, will be required prior to any offer of employment.

If you would like to apply for this role please visit our website: <https://mynewterm.com/school/Springfield-School/144192>

Closing date for applications: 9am on Monday, 14 October 2024

Tel: 023 9237 9119

Email: [contact@springfield.uk.net](mailto:contact@springfield.uk.net)