

## Company Secretary Vacancy

Salary: Grade G £19,446 -£21,074 FTE

Hours: 6 hours a week

Closing Date: Monday 1st October 2018

Interview Date: w/c 1<sup>st</sup> October 2018

Start Date: As soon as possible following Satisfactory Safeguarding checks

We are seeking to appoint a highly organised and motivated individual with excellent interpersonal skills, who can demonstrate the ability to provide first-class support services to the Members, Board and Committees of this successful and expanding Multi-Academy Educational Trust.

Responsible to:

Chair of Directors and the Chief Executive Officer

In Liaison with: Finance Director/Principals/ Committee Chairs and the Board.

This part-time post is suitable for home working or can be based at one of the Trusts schools in Northampton. The role will involve evening meetings between 7pm-9pm.

The Secretary must work with an understanding of the vision and ethos of the Trust, the role of the CEO, Principals, Members, the Board of Directors and the Local Governing Bodies. The Secretary will secure the continuity of Trust business and observe confidentiality requirements.

Preston Hedge's Primary School is committed to safeguarding and promoting the welfare of all children. All appointments are subject to successful Disclosure & Barring clearance and any other necessary safeguarding checks, satisfactory references and medical clearance.

Please be advised that we will take up references prior to interview and that one referee must be your last employer. The school provides equal opportunities to all.

**To find out more or to have an informal discussion**, please e-mail the CEO, Mr Paul Watson at paul.watson@prestonhedges.org

**To apply**, please download our application pack from the “Recruitment” section of the MAT website:

<http://prestonhedgesacademytrust.org/careers/>.

Please return your forms to the school address for the attention of Mrs Claire Clayson, or Email: claire.clayson@prestonhedges.org