

Roedean

An independent 11-18 girls' day and boarding school in Brighton

Required as soon as possible

Clerk to the Council and Company Secretary to the Corporation of Roedean School Full time, full year (4-5 days per week)

Roedean is at a very exciting time in its development, with a strong and positive growth in pupil numbers, the development of first class facilities across the site, and the launch of the Roedean Group of Schools. We welcome your interest in being part of our continuing journey.

The successful candidate will provide full administrative services to the Roedean Council, Governors and the RSEL Board, and any schools within the Roedean Group of Schools, to ensure corporate compliance and effective governance.

This is a great opportunity for a talented individual to join Roedean, and we would like to hear from highly motivated individuals who are educated to degree level and have legal or company secretarial qualifications or experience.

Roedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

Please download an application pack from our website (www.roedean.co.uk/Vacancies) or contact Louisa Butler, via vacancies@roedean.co.uk or 01273 667657.

Closing date: 9am, 4 November 2019. Due to the need to appoint quickly we reserve the right to interview and appoint at any time.