

Job title	Governance Administrator
Location	Oakbank School
Salary range	Competitive depending on experience
Start date	01/09/2021
Closing date for applications	19/07/2021
<p>Job details</p> <p>We are looking to recruit a Governance Administrator to provide support for the Local Governing Body (LGB) of Oakbank School.</p> <p>The role is viewed as a vital conduit between Anthem and the Local Governors of the school. The main purpose of the role is to manage information effectively in accordance with Anthem requirements, provide effective administrative support to the LGB and ensure the LGB is properly constituted.</p> <p>The hours are flexible with the LGB meeting four times a year for two hours in the early evenings. There may be the need to support additional panel meetings at times but this is with mutual agreement.</p> <p>We are looking for candidates who:</p> <ul style="list-style-type: none"> • Can work at times convenient to the LGB, including evening meetings, • Are able to be contacted at mutually agreed times, • Are able to work from home with internet access, <p><i>We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to the relevant pre-employment checks which will, where applicable, include a health check, an enhanced DBS check, the Children's Barred List check and satisfactory references.</i></p>	
<p>Contact details: (who to contact to arrange a visit or request further information)</p>	<p>Sheila McKenzie email: smckenzie@anthemtrust.uk telephone: 0118 2144 373</p>
<p>How to apply: (how to apply and to whom)</p>	<p>Send a cv and a covering note explaining why you feel you are suitable for the role to enquiries@anthemtrust.uk</p>