**Tenax Schools Trust**

**Governance Assistant – Part-time**

**KR5 FTE £19,723 – £21,693**

We have an exciting new opportunity for an enthusiastic and adaptable administrator with an interest in education to join this highly regarded and successful Church of England Trust.

We are seeking to appoint a capable and well-organised administrator to provide clerical support to the Head of Governance. The role is part-time, term-time only with potential for additional hours. Reporting to the Head of Governance, the successful candidate will play a vital role in ensuring the delivery of high standards of corporate governance across the Trust and in line with its governance arrangements and the appropriate legal framework, processes and procedures.

The successful candidate will be a dedicated person of integrity, extremely well organised, flexible and be able to maintain confidentiality. Strong administration and organisation skills are essential, as is a keen eye for detail, ability to work to deadlines, and excellent written and oral communication skills. A commitment to the aims and ethos of Tenax is important. Previous experience of governance may be advantageous although induction training and ongoing support will be provided by the Head of Governance on the specific duties and functions of this role.

There is also an opportunity for additional hours by fulfilling the role of Clerk to Local Governing Body at Fordcombe CE Primary School, Sir Henry Fermor C of E Primary School and/or Bishop Chavasse Primary School.

Should you wish to discuss any aspect of the post before applying, please do not hesitate to contact Maria Campbell, Head of Governance: campbell@tenaxschoolstrust.co.uk

Completed Application Forms should be sent to HR@tenaxschoolstrust.co.uk by the closing date: **6th October at 12 noon.** Interviews are expected to be held week commencing 10th October 2022.

Applications should be submitted on the correct Application Form, no CVs will be accepted.

Further details including a job description, are available at www.tenaxschoolstrust.co.uk

**Tenax Schools Trust is committed to safeguarding and promoting the welfare of all children and young people and all applicants are expected to share this commitment. All appointments are subject to pre-employment checks, including satisfactory references and an Enhanced DBS check.**