



CHRIST THE KING
SIXTH FORMS

CTK Emmanuel
Blackheath, SE13 5GE

CTK St Mary's
Sidcup, DA14 6BE

CTK Aquinas
Brockley, SE4 2NL

We are keen to appoint an enthusiastic Clerk with a genuine passion in supporting our Governing Body. Join our sixth forms where you'll be central to our mission to help London's most ambitious students achieve success.

Clerk of Governance (Part-time, approx 0.4) Start Date: September 2021

Competitive Salary £40-45k per annum (dependent upon experience) pro rata

Christ the King Sixth Forms is a family of three highly successful Catholic sixth forms located in south east London and Kent. Offering exceptional, expert teaching in a welcoming, friendly atmosphere, each CTK sixth form creates an environment where high achievement is promoted and attained.

We are looking to appoint an experienced, well organised individual to take on a role as Clerk of Governors. The main purpose of the role is to provide independent advice, guidance and support to the Governing Body on a range of matters relating to Governance, constitutional and procedural matters. This is a stand-alone position that reports directly into the Chair of Governors. The role would suit an individual wishing to be directly employed by the College or someone who has their own Clerking Business.

The successful candidate will be responsible for administrative duties such as meeting planning, building agendas, producing minutes and action plans. You will also be responsible for liaising directly with senior staff and members of the governing body on a range of regulatory and constitutional issues. This is an exciting opportunity to join a highly successful college, you will provide independent, high quality guidance on statutory, constitutional, operational, procedural and ethical issues as they affect the Governing Body.

Ideally you will need to have experience working as either a Clerk to Governors within a school/college, or charity/board environment. You should be an excellent communicator and understand the importance of relationship building. You will be reliable, be able to work flexibly and be available for all Governing Body and Committee meetings.

You will support our college ethos and mission and provide leadership and vision to help support the College's development as a specialist Sixth Form of outstanding excellence.

Join us to be inspired, be extraordinary, and be the best you can be.

For an application form and further details, please visit the vacancies page of our website
<https://www.ctk.ac.uk/vacancies/>

Closing Date: 10am on Wednesday 23rd June 2021

Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.



INVESTORS IN PEOPLE™