

- Job Title:** Clerk to the Governors and Legal Manager
- Start date:** Monday 17th September 2018 or as soon as possible thereafter
- Accountable to:** As a senior member of the non-teaching staff and a member of the management team, the Clerk to Governors and Legal Manager will report to the Head teacher and the Chair to the Board.
- Job purpose:** This is a senior and responsible role which offers the opportunity for involvement at the heart of CFBL's business in a challenging, busy and continuously changing environment

The Role:

The Governing Body are seeking to appoint an experienced Clerk to the Board of Governors. The successful candidate will be accountable to the Governing Body, working effectively with the chair of governors, other governors and with the head teacher. You will secure the continuity of the governing body business and observe confidentiality requirements; give advice on procedural and legislative matters to ensure the Governing Body works to the legal framework. Accuracy will be needed in the preparation of all paperwork, agendas, minutes of meetings etc.

As Clerk and, together with the Chair and the Head teacher, you enable the Board of Governors to fulfil its duties and responsibilities for the proper governance of the school and to ensure that the Board receives timely advice and appropriate information on all relevant matters. You will also be appointed Company Secretary.

As Legal Manager, you are responsible to the Head teacher and the Governing Body for ensuring the compliance of the School with all relevant legal and regulatory obligations and for offering advice on, providing, or where necessary, procuring any legal activities needed by the school.

Key Responsibilities:

• **Compliance**

- Ensuring compliance by the Governors, the Head teacher and the School with all relevant aspects of the law, regulations and current guidance that apply to the School including but not limited to:
 - Safer Recruitment and Safeguarding procedures
 - Data Protection and GDPR
 - Independent School Standards and Regulations
 - Ensuring that all changes to and updates on relevant legislation, regulations and current guidance are brought to the attention of appropriate parties.
 - Reviewing, updating, publicising, and ensuring implementation by the school management and staff of the policies of the school, according to the agreed schedule of policies and/or legislative changes

- Attending school management and governors’ meetings including preparation of papers and policies for those meetings
- Ensuring the completion and registration in good time of any statutory returns such as those required by the Charities’ Commission and Companies’ House and the DfE.
- Maintaining contact with the statutory authorities as necessary.

• **Legal Services**

- Providing and/or seeking advice on any legal matter **referred** by the Head teacher, the Governors or the Administrative and Finance Director (DAF). **(Excluding HR matters which are dealt with by the HR Manager)**
- Reviewing regularly and, whenever necessary, updating the school’s standard contracts, including the Terms & Conditions and contracts with parents.
- Working with the DAF, ensuring all relevant licenses are up to date and complied with.
- Assisting the DAF with insurance matters, including claims.
- Assisting the DAF in debt recovery.

• **Procurement**

- Reviewing all contracts and/or terms and conditions of external suppliers.
- Providing license or hire agreements for external users of School facilities.

PERSON SPECIFICATION – Legal Manager

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> UK law degree or equivalent (Common Professional Examination or Graduate Diploma in Law) 	<ul style="list-style-type: none"> LPC or BPTC
Professional knowledge and expertise	<ul style="list-style-type: none"> Bilingual French/English Ability to present effectively at Board level and maintain effective daily interaction with the Head teacher and other members of the management team Previous 'in-house' company lawyer experience covering commercial and company law is highly desirable Previous experience of working in a school is not essential, but an interest in education is important 	<ul style="list-style-type: none"> Have a strong legal understanding of the education and/or charity sectors
Professional Skills	<ul style="list-style-type: none"> Excellent communication skills, especially an ability to explain technical legal information clearly and transform it into usable management information Good administrative practice and experience of minute taking Good IT skills with experience of Microsoft Office package 	
Personal Qualities and Attributes	<ul style="list-style-type: none"> Able to work under pressure dealing with multiple requests for information, often to tight deadlines Strong persuasion and Influencing skills Sympathetic to the ideals and vision of the School Discrete; confidentiality is essential Flexible approach to working hours to support the school 	

Terms & Conditions

This post is part time, working 32 hours per week. Ideally this will be four full days; however we are willing to be flexible if the preferred candidate would rather work the hours over 5 days. It should be recognised that this is a senior position within the School, and at times long hours will be required so we require a degree of flexibility especially on evenings of Board meetings (up to six per annum).

A competitive salary will be offered commensurate with the successful candidate's skills and qualities.

Benefits

- Contributory pension scheme
- Free school lunch
- Cycle to work scheme
- Flexible benefits

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may be reasonably required within the general scope and level of the post.

To apply for the role please download the application form below and return it completed by e-mail to the following address: recruitment@cfbl.org.uk

Closing date for applications: **Friday 17th August at 2:00pm.**

Short listing of Applicants: from **Tuesday 21st until Tuesday 28th August.**

Candidates chosen for the shortlist will be notified that day, by e-mail. Unsuccessful candidates will also be notified by email.

Interviews: from **Monday 3rd until Friday 7th September**

Panel decision: **Wednesday 12th September**

College Français Bilingue de Londres values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

College Français Bilingue de Londres is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. All posts are subject to an enhanced DBS check, an occupational health check and Disqualification by Association Declaration.