

Job Description: Committee Officer

Reports to: Assistant Company Secretary

Location: West London – currently operating an agile working policy with two core days (Mon and Weds) in the office (*Occasional travel to Ark schools in London, Birmingham, Portsmouth and Hastings will be required*)

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £35,000 to £40,000 (depending on experience)

About the role:

The Committee Officer is a new role and will be a key part of the governance support for Ark, Ark Schools and other entities with the Ark ‘group’. The Committee Officer will work with the Assistant Company Secretary and other members of the Governance Team to provide comprehensive support across the company secretarial and compliance function.

The Committee Officer will deliver co-ordinated support for the programme boards for ventures within Ark and Ark Schools and for subsidiaries of Ark. Until August 2024 the role will also provide clerking support to the Ark and Ark Schools Board and their sub committees as maternity cover.

Key responsibilities:

- To assist the Director of Governance and Assistant Company Secretary in setting the governance framework and develop a co-ordinated, high-quality approach to committee administration
- To work with senior leaders to ensure support for the Boards and Sub committees including agenda setting and circulation, minute taking and meeting follow up

Board and committee support

- Deliver an effective plan for committee administration for programme boards and other Ark entities including clerking of meetings
- Assist with the timely publication of high-quality meeting packs in line with in-house brand guidelines and templates
- Clerking of the Ark and Ark Schools Board and sub committees in line with the governance frameworks (until August 2024)
- Contributing to the design of the annual corporate meeting schedule

Internal assurance and Investigations

- To take minutes and notes as required to support interviews and meetings as part of investigations and internal assurance work by the Governance Team

Other

- To be an active participant in supporting the achievement of team objectives
- To undertake any other tasks as reasonably requested by the Assistant Company Secretary or Director of Governance
- Support improvement in the governance and assurance framework including the which will further the overall work of the Ark governance team
- To communicate with internal and external colleagues to promote good governance across Ark

Person Specification: Committee Officer

Qualifications

- English and Maths GCSE or equivalent at grade C/4 or above
- Working towards Chartered Governance Institute qualification (desirable)

Knowledge & Skills

- Experience of governance in an education, public sector, or charity environment
- Experience of organising meetings, agendas and taking accurate and concise minutes
- Exceptional organisational skills and attention to detail
- Experience in working to multiple deadlines and managing competing priorities
- Excellent inter-personal and communication skills
- Experience and knowledge of working within frameworks set by regulators
- Understanding of data protection

Personal Qualities

- “Can-do” attitude focused on looking for solutions
- Positive, open-minded with a flexible approach
- Ability to deal with confidential and/or sensitive information with exceptional diplomacy and tact, and a high level of professionalism

Other

- Work in alignment with the Assistant Company Secretary to provide seamless corporate governance support
- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).