

Governance and Administration Officer



September 2025

****

**GOVERNANCE AND ADMINISTRATION OFFICER**

**JOB DESCRIPTION**

**Candidate Criteria**

We are seeking a highly organised and flexible individual with excellent communication skills to join our busy team of operational staff at The Ladies’ College. This varied and rewarding role is based within the Finance team, positioned at the heart of the College’s operations.

The successful candidate will work closely with the Bursar, Vice Principal and the Clerk to the Governors and must be able to work independently and with the utmost discretion, accuracy and professionalism.

While a background in finance, compliance or administrative operations would be an advantage, we are happy to consider applications from individuals with a range of professional backgrounds, provided they bring strong organisational skills, a proactive approach, and a willingness to learn.

**Role and responsibilities**

**Governance and Board Support**

* Provide administrative support to the Bursar, Vice Principal and Clerk to the Governors, including:
	+ Arranging meetings, preparing meeting papers & maintaining records.
	+ Supporting compliance with governance procedures and relevant legislation
	+ Ensure the accurate recording and timely distribution of Board documents, agendas, and minutes

**Finance Team Support**

* Assist with day-to-day administrative tasks within the Finance team, including:
	+ Administration of the catering tills and cashless card system
	+ Support the financial administration of College trips and activities
	+ Provide administrative support for any fundraising or campaign initiatives

**Facilities and Resources Administration**

* Administer the booking and hire of College facilities to external hirers, ensuring appropriate contracts and risk assessments are in place

**Policy Management**

* Maintain a centralised record of College policies and co-ordinate the review cycle in line with required timeframes
* Liaise with policy owners across College to ensure updates and approvals are completed as needed.

**Bursary Administration**

* Support the Bursar with the administration of bursary applications and reviews.
* Maintain accurate records of awards and correspondence, ensuring confidentiality and compliance with College procedures.

**Other duties that may reasonably fall within the scope of the role, as directed by the Bursar.**

**Line Management**

Reports to the Bursar

**Hours**

Full-time hours are preferred; however, part-time applications will also be considered.

The role is term-time only, plus:

* 3 INSET days (7 hours each), and
* an additional 3 weeks to be worked outside of term time, scheduled in agreement with the line manager.

**Remuneration**

The level of remuneration will be commensurate with experience.

**Other Benefits**

All colleagues employed on permanent contracts are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

***Equal Opportunities***

***The Ladies’ College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.***

***Safeguarding***

***The Ladies’ College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.***

***Data Protection***

***This data has been requested by The Ladies’ College exclusively for the purpose of recruitment. The Ladies’ College will ensure that this is processed in compliance with its Privacy/Data/General Data Protection (GDPR) policy and Data Protection (Bailiwick of Guernsey) Law, 2017, and will ensure that any information disclosed within this form is not passed to anyone who is not authorised to have this information.***