


We are building on our success



Senior Management Executive

Salary £55,000 - £60,000 depending upon qualifications & experience

Following the retirement of the Corporation Secretary, Bournville College is seeking to appoint a new Senior Management Executive, incorporating the role of Clerk to the Corporation, to offer advice, guidance and support to the Corporation, its committees and the Chair on all corporate governance issues. In addition to this role the postholder will also be responsible for compliance and providing support to the Chief Executive.

Serving over 12,600 students with a turnover of £25m, Bournville College aims to provide high quality education to people and organisations so that they can realise their potential and succeed. Our latest OFSTED report states we are a Good College with 'outstanding education and sound inclusion'.

This is an exciting time for the College. We are currently embarking on a new £66 million campus spanning 4.2 acres which will have the capacity for 15,000 students. As part of a £1 billion investment into the area, including a brand new Longbridge town centre, this will see the creation of state of the art facilities and will consolidate Bournville College's existing three campuses.

You will demonstrate exceptional administration and organisation skills, particularly in relation to the effective management of meetings, and the organisation and management of complex administrative systems in a large organisation. In addition you will need experience

of providing authoritative advice and engaging in sensitive issues at a senior level. Applicants must hold the ICOSA certificate in Further Education Governance or have a firm commitment to completing the certificate in an agreed timescale. You must also hold a relevant degree or professional qualification.

We are working with AoC Management Services on this important appointment, so if you are interested you can find all the details you should need at

www.aocms.co.uk/recruitment_bournville.asp

For an informal discussion about the post please contact Jo Johnston on 0207 034 9900 or email jo.johnston@aoc.co.uk

Closing date for applications is Friday 7th May 2010.

Initial selection will be held in week beginning Monday 17th May 2010.

Final selection will be held in week beginning Monday 7th June 2010.

The College is committed to promoting equal opportunities and actively encourages applications from disabled persons and ethnic minorities.


Association of Colleges
Management Services Ltd

 **Bournville College**