



*Working at*  
**St Andrew's  
School Turi**

## Legal & Compliance Officer

St Andrew's, Turi is seeking to appoint a Legal & Compliance Officer (LCO) responsible for the School's Legal, Secretarial & Compliance needs.

### About the Role

Reporting to the Board of Governors & Finance & Strategy Director, this position is responsible to ensure the school's company secretarial needs are met. In addition to that wider compliance (external & internal), as well as being first level review for all legal matters.

The Legal & Compliance Officer's KPIs include:

- Company Secretarial (40%)
  - Seamless support as Board Clerk
  - Statutory compliance
- Other Legal & Compliance (60%)
  - School policies awareness, training & compliance
  - Risk management to mitigate all mid to high level risks

### About the School

St Andrew's School, Turi is an international school in Kenya and has an outstanding reputation throughout Africa. Founded as a Preparatory School for the children of expatriates in 1931, it has grown to comprise both Preparatory and Senior Schools and to welcome children of over 25 nationalities, the majority of whom are now African.

It is coeducational and boarding, teaches the British curriculum and sends pupils to universities in the UK, America, Australia and many other parts of the world. At the Senior School, students are prepared for GCSE/IGCSE and A level exams.



## Skills and Attributes

- Proactive, sound judgement combined with the highest standards of personal integrity, energy, stamina, enthusiasm and a sense of humor
- Ability to work dynamically and flexibly as part of a leadership team, to show initiative and imagination and the ability to inspire others
- The presence, intellect, tact and credibility to represent the School at all levels and to a variety of audiences, both internal and external
- Vision, creative flair and commercial acumen combined with the ability to operate at a strategic level
- Client focused and target driven
- High levels of discretion and confidentiality
- The ability to manage and prioritise a diverse workload, to meet deadlines, and to work calmly under pressure
- Highly literate and numerate, excellent in the use of IT and in the development of operational systems
- High work standards evidenced by a consistently thorough detailed and organised approach.

## Remuneration

There is a generous overall remuneration package that includes:

- **Medical care:** all members of staff and their families are covered under a comprehensive insurance scheme.
- **Pension:** The School operates a defined contribution pension scheme in which the employer and employee each contribute 6% of monthly salary. For employees emigrating from Kenya at the end of their contract, the full value of the contributions, plus accumulated interest, can be withdrawn from the scheme.
- **Meals:** These are provided during term time as a taxable benefit.
- **Facilities:** extensive sports facilities are open to use by staff and their families
- **Housing:** onsite housing not provided. Staff expected to live within Nakuru County.

## Qualifications, Knowledge & Experience

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Law or relevant discipline.</li> <li>• High Court Advocate, with practicing certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Certified Company Secretary</li> <li>• ICPSK registration, with a practicing certificate</li> </ul>
KNOWLEDGE	<ul style="list-style-type: none"> <li>• A demonstrable understanding of the principles of Company legal &amp; compliance needs &amp; requirements</li> <li>• IT systems literate</li> <li>• A commitment to promoting and safeguarding the welfare of children</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of wider legal &amp; compliance benchmarks within Kenya and worldwide</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• 5-7 years' experience in Company Secretarial work.</li> <li>• A track record of success in managing Company legal matters</li> <li>• Ability to train staff to achieve high compliance levels</li> <li>• Demonstrated ability to work effectively in a multicultural team.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to achieve risk management goals</li> <li>• Ability to take initiative to identify opportunities and take appropriate action, organize and manage multiple priorities, work under pressure and meet deadlines.</li> <li>• Proven ability to lead and motivate teams and individuals without being their line manager.</li> </ul>



## Hours of work and holiday entitlement

The role is full-time and may include working in the evening and at weekends as required. The successful applicant will be expected to take a full and active part in the life of the school.

## Safeguarding

St Andrew's School, Turi is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The successful applicant will undertake their role and responsibilities in accordance with St Andrew's School's Safeguarding and Child Protection Policy and Guidelines and will be required to undergo all checks relevant to the post.

## Application Procedure

Applications are encouraged as early as possible. These should be submitted by email to the HR Director at [HRDirector@turimail.co.ke](mailto:HRDirector@turimail.co.ke) and include: a completed application form, a brief covering letter and a CV. Application forms are available on the school website, or from the HR Director.

- **Closing date for applications:** 30<sup>th</sup> November 2021
- **Preliminary online interviews:** 6<sup>th</sup> December 2021
- **Final Interviews:** 13<sup>th</sup> November 2021
- **Start Date:** 01<sup>st</sup> January 2022

