

JOB DESCRIPTION

JOB TITLE: IN-HOUSE COUNSEL

REPORTS TO: Principal

LIAISING WITH: Trustees, Senior Management Team and other internal and external agencies

The Rudolf Steiner School, Kings Langley (RSSKL), one of the longest-established Steiner Waldorf schools in the UK, is seeking an in-house counsel on full or part-time basis through the end of the calendar year, and possibly beyond.

Main purpose of post

The school has entered a challenging stage of commercial and operational continuity, which has necessitated a significant amount of legal work across a broad range of substantive areas, including commercial, education law, employment, charity law, and regulatory matters. We seek a qualified and motivated self-starter to assume management of this legal work, including coordination with external counsel, so to guide and advise the School's senior management and Trustees during this transitional period.

Key Responsibilities:

- Negotiate, draft, and execute agreements and offer counsel on a variety of legal issues.
- Advise School management and Trustees on contract status, legal risks and business terms of various deals.
- Serve as the primary point of contact for all employment law advice and assistance, including but not limited to recruitment, hiring, training, disciplinary actions, terminations, employee benefits, wage/hour compliance, and diversity programs.
- Research unique legal issues impacting the organization by identifying applicable statutes, judicial decisions, and codes.
- Develop solutions to complex legal questions.
- Provide training to company and its affiliates on substantive legal topics.
- Engage and manage outside counsel.

Qualifications and Person Specification:

- UK qualified solicitor with excellent academic and work credentials.
- Background in educational environment would be a big plus, but not mandatory.
- Excellent drafting and strong negotiating skills.
- Ability to provide business-focused legal advice and communicate clearly.
- Ability to multi-task, and quickly understand and work on a wide variety of matters to demanding deadlines.
- Excellent business judgment and risk analysis.
- Strong organizational, interpersonal and team player skills.

All staff at RSSKL commit themselves to contribute fully to the life of the School in and outside the classroom.

The job description is current but liable to variation to reflect or anticipate changes in the requirements of the post.

WORKING HOURS AND CONDITIONS

Location	Rudolf Steiner School Kings Langley
Salary	Negotiable
Contract	Fixed term
Hours of Work	Full or Part Time
Pension	All employees are entitled to join the school pension scheme. Auto enrolment applies with immediate effect to those eligible.
Probation	This post is subject to a six-month probation period, extendable if necessary to 12 months.
Notice	You are required to give one month's notice of termination of employment, except in the probation period, when one week's notice applies.
Vetting	All new appointments are subject to satisfactory completion of a medical, DBS and other relevant vetting checks. Contracts are dependent upon receipt of a minimum of two satisfactory references, these will be taken up before interview if candidates are shortlisted.

HOW TO APPLY

You must apply using an RSSKL application form which can be found on our website <http://rsskl.org/vacancies/> Please send applications to the HR Manager either by post to; HR Manager, RSSKL, Langley Hill, Kings Langley, Herts. WD4 9HG or email jessicaha@rsskl.org

Closing date for applications is: **13 July 2018**

RSSKL is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form.

The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private and confidential, for the HR Manager' which will only be opened should the candidate be shortlisted. The successful applicant must obtain Children's Barred list and DBS (Disclosure and Barring Service) clearance at enhanced level.