

JOB DESCRIPTION

Post title: Company Secretary and Clerk to the Board of Trustees

Grade/salary: £18173

Reports to: Diverse Academies Trust (DAT) Board of Trustees and liaises with the CEO, COO, Executives and Head of Governance

Position: Term Time Only, 22.5 hours per week

PURPOSE OF THE POST

High quality advice and guidance in addition to professional clerking is crucial to the effective functioning of the board. The Company Secretary and clerking meetings is not only about good organisation and administration, but also, and more importantly, about helping the board understand its role, functions and legal duties. This is crucial in helping the board exercise its functions expediently and confidently, so that it can stay focused on its core functions.

MAIN DUTIES AND RESPONSIBILITIES

Company Secretary:

- Carry out company secretarial duties for DAT, Retford Academy and D.A.L.P. Trading Limited including filing returns at Companies House
- Act as Clerk to all meetings of the Trustees, setting draft agendas, producing minutes, liaising and coordinating the work of the Boards and related sub-committees.
- Carry out the full range of company secretarial duties and provide confidential, high quality administrative support to the Diverse Academies Trust (DAT) Trust Board, the Chief Executive Officer and other members of the corporate team.
- Overseeing the day-to-day administration of the company, e.g. maintaining statutory books, including registers of members and directors/trustees
- Guiding the chairman and board on their responsibilities under the rules and regulations to which they are subject to and on how those responsibilities should be discharged.
- Working flexibly to accommodate some evening work, liaising with Chair/Chief Executive to confirm attendance requirements.
- Compile and produce reports and submit returns to Companies House as required ensuring compliance with the Companies Act and all other relevant legal, regulatory and governance best practice requirements.
- Liaise with the CEO and Chair of the Board to recruit new Members and Trustees and ensure an induction process is in place.
- Liaise with external advisers such as auditors and solicitors, and arrange meetings where necessary
- Co-ordinate the content, publication and distribution of the annual report and accounts and other governance reports and ensure deadlines are met
- Be the liaison between Executives and Trustees and foster relationships communication between the Trust, Academy Committees and all relevant stakeholders.

- Attend training to keep up to date with current legislation
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- Handle internal and external enquiries for the Chair and Trust members, making decisions with regard to the importance of the matters. Ensure all issues are dealt with quickly and efficiently, referring urgent matters to the Chair or Chief Executive as appropriate.
- Deal with any relevant correspondence and filing.
- Ensure EfA database and all governance requirements for websites is up-to-date and compliant.
- Ensuring good information flows within the board and its committees and between the CEO, COO, Executives, Business Leader for Governance and non-executive trustees

PERSON SPECIFICATION

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
Minimum GCSE A* - C in English and Maths	✓		Application form
Relevant work experience of at least two years.	✓		
Experience, knowledge and understanding			
Recent experience of working in a busy office environment	✓		Application form / Interview / References
Previous experience of working in an administrative role	✓		
Have an in-depth knowledge of statutory Board requirements including Companies House regulations, statutory returns and the process for filing them	✓		
Understanding/previous experience of both company secretary and clerking duties/responsibilities	✓		
A willingness to undertake further training and professional development	✓		
Experience of minuting meetings.	✓		
Experience of setting meeting agendas.	✓		
Experience of presenting papers to groups of people.	✓		
Experience of advising on relevant procedural issues.	✓		
Previous experience of working in an educational environment		✓	
Personal attributes and qualities			
Accuracy and attention to detail	✓		Interview
Adaptable and flexible approach and able to balance conflicting demands	✓		
Committed to providing a high level of service	✓		
Excellent communication skills both written and verbal	✓		
Good organisational and time management skills	✓		

Ability to work flexibly, cope with pressure and deliver to tight deadlines	✓		
High level of integrity to maintain confidentiality of information	✓		
Commitment to quality and continuous improvement	✓		
Good team player	✓		
Be able to work independently	✓		
Good presentation skills	✓		
Willingness to work outside of normal office hours as necessary to fulfil the role	✓		
Ability to prioritise.	✓		
Approachability and patience.	✓		
Previous experience of working in a school environment		✓	
Other			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire	✓		
Flexibility to work across Academy sites and support events as required.	✓		
Work in compliance with the Codes of Conduct, Regulations and Policies of the Trust and the individual Academies, and their commitment to equal opportunities	✓		
Be responsible for own safety and not endanger that of colleagues / visitors to the workplace.	✓		

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Chair of the Trust Board in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.