

Assistant Company Secretary & Governance Clerk

RECRUITMENT PACK



Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.



THE FUTURES TRUST



The Futures Trust exists to transform the life chances of our young people. Our schools are committed to Building Brighter Futures for all our students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of dedicated professionals who excel in their field to help us on the next phase of our exciting journey.

Chris Jupp, Chief Executive Officer

Are you feeling stuck and looking for a fresh challenge?

Are you a brilliant administrator, Governance Clerk or PA looking to open up an exciting new career pathway and join a vibrant and exciting organisation?

Are you passionate about working with moral purpose to support disadvantaged young people and make a difference?

Are you driven to make a real difference and do you enjoy a pacey working environment?

The Futures Trust is a mid-sized and growing multi academy Trust supporting 9 schools, soon to be 10. Our full time ICSA qualified professional Company Secretary, Governance Lead and PA to the Executive Team is looking for someone to join her team, grow into the role of assistant company secretary, and in the long term have the opportunity to grow further.

The type of person you are, your moral purpose, drivers and values are far more important to us than your experience or qualifications. Quality training and support is available in house so you can develop into the role along with access to the full suite of relevant professional qualifications.

If you are interested in the post but are not sure if it for you, please contact Tracey (tracey.galland@thefuturestrust.org.uk) for an informal visit to meet Tracey and wider colleagues and find out more.

JOB TITLE:	ASSISTANT COMPANY SECRETARY & GOVERNANCE CLERK
OPPORTUNITY:	<p>This is an exciting time to join The Futures Trust. In this role you will support the Company Secretary in providing an efficient, effective and professional Governance service to the Members, Trustees, the Chief Executive Officer, Governors and the Executive Team; facilitating communication, compliance with statutory requirements and adding value to the Trust. You will support work in legal and statutory compliance aspects policy, and project work as required.</p> <p>You will support the role of Company Secretary, and advise the Members, Trustees, Chief Executive Officer and Governors on their procedural and statutory responsibilities and how they should be discharged. You will be the first point of call for The Futures Trust, the Company Secretary Team will also provide a high level, professional executive personal and administrative support to the CEO and wider Executive Team to enable them to operate effectively in their roles.</p>
REPORTING TO:	Company Secretary and PA to the Executive Team
LOCATION:	Primarily based at Barr's Hill School with a hybrid approach and home working possible for portions of a typical week. The role may be based at another school within The Futures Trust in the future and will require travel to all schools in the Trust.
SALARY/HOURS:	<p>Grade 5 - £24,287 - £29,255 per annum (pro-rata salary) 37 hours per week, term time only plus one week: 39 weeks, although part time or compressed hours are possible. A flexible approach to working is necessary. This role will involve periodic evening work to support Governance meetings</p>
BENEFITS – ENHANCING WORKING LIVES:	<ul style="list-style-type: none"> • Competitive rates of pay • Professional development opportunities • Career pathways across the Trust • Local Authority Pension Scheme • Online retail discount • Employee Assistance Programme • Family Friendly policies to support family & carer commitments • Flexible Working Arrangements <p>www.thefuturestrust.org.uk/why-work-for-the-futures-trust</p>

JOB DESCRIPTION

Job Purpose

To support the Company Secretary in providing an efficient, effective and professional Governance service to the Members, Trustees, the Chief Executive Officer, Governors and the Executive Team; facilitating communication, compliance with statutory requirements and adding value to the Trust. Supporting work in legal and statutory compliance aspects policy, and project work as required.

To support the role of Company Secretary, and advise the Members, Trustees, Chief Executive Officer and Governors on their procedural and statutory responsibilities and how they should be discharged. The first point of call for The Futures Trust, the Company Secretary Team will also provide a high level, professional executive personal and administrative support to the CEO and wider Executive Team to enable them to operate effectively in their roles.

Duties and responsibilities

Assistant Company Secretary

- Support the Company Secretary to ensure that the requirements of Companies House and the Charity Commission are met, including but not limited to ensuring that:
 - Board, Committee and School Governor meetings are properly administered and recorded
 - Companies House records are kept up to date, including a register of Members, Trustees and Governors
 - Annual returns are made to regulatory bodies as appropriate and in the required format
 - The annual return to Companies House is made in a timely manner
- Support the Company Secretary to actively monitor changes in relevant legislation and the regulatory environment affecting academy trusts, researching, collating and communicating changes so that action can be taken.
- Update and maintain the Trust websites, ensuring compliance
- Complete website compliance audits both Trust and school websites
- Disseminate key information and updates to stakeholders
- Responsibility for completing the DBS/induction checks for all governors, trustees and members.
- Support the Company Secretary to maintain the Single Central Record (SCR) and training log for governors, trustees and members.

Governance

- Support the Company Secretary to implement, advise upon and ensure compliance with the Trust's Memorandum of Articles of Association, (Objects) relevant aspects of The Education (Independent School Standards) Regulations 2014 and the Trust's Funding Agreement and any Supplementary Funding Agreements.
- Support the business of Governance in all Trust schools including arranging and coordinating actions involving delegated sub groups and Committees.
- Provide procedural advice to Members, Trustees and Governors including in respect of meetings and requirements as set out in the Articles.

- Support the Company Secretary to manage and communicate the Trust and Governing Committee calendar, and be the central point of contact regarding agreed actions and deadlines.
- Support the Company Secretary to manage the Trust Policy Planner ensuring that policies are reviewed and updated in accordance with statutory requirements and defined timescales.
- Support the Company Secretary to manage the process for the election and appointment of new Governors and Trustees, or re-appointing those in post when their term in office expires.
- Support the Company Secretary to manage induction and training for Members, Trustees and Governors
- Plan and prepare Governing Committee meetings, working with the relevant Chair, Company Secretary and Headteacher to draw up the agenda and papers, circulating them in accordance with calendared timescales.
- Minute Governing Committee meetings, panel hearings, sub committees and meetings under any other formal or legal process, accurately recording questions, decisions and actions, circulating in accordance with agreed timescales and reporting to the next meeting on responses, the progress of actions and the result of decisions.
- Support the Company Secretary to prompt appropriate action if and when Governors appear to be at risk of acting outside their powers, to be proposing actions that may be unlawful or are not fulfilling their duties.
- Maintain records as required including all aspects of attendance, training, correspondence and contact information.
- Support the Company Secretary to manage the flow of information between the Trust and Governing Committees, ensuring that policy changes are communicated effectively.
- Monitor Governing Committees action points; following up and reporting to the relevant Chair and Headteacher as required.
- Support the Company Secretary to maintain a register of pecuniary interests and ensure that the record of Member, Trustee and Governor business interests is reviewed and updated regularly
- Make the necessary arrangements for meetings including room bookings and hospitality arrangements
- Where required make all necessary arrangements for panel meetings (such as complaints, suspensions and Independent Review Panel), to include ensuring all documentation is issues in accordance with timeframes and to provide a clerking service at the meeting.

Admissions

- Support the Company Secretary to assist the CEO and Headteachers with the co-ordination of school admissions, drafting admissions policy and school appeals address.
- Address and represent schools at Admissions Appeals Panels as required.
- Liaise with the Local Authority Admissions Department.

Executive Team Support

- Support the Company Secretary to proactively manage the diaries of the Executive Team, accommodating regular complex changes in their schedule and pick up diary conflicts so that key deadlines are met and responsibilities fulfilled as efficiently as possible.
- Have an awareness of the educational landscape and its implications for planning meetings and the impact on the work of the CEO, Deputy CEO, Trust Company Secretary and Directors in the Central Team.
- Liaise with representatives from external organisations such e.g. DfE, Regional Directors, , other MAT's, Coventry City Council etc.

- Where appropriate, book meeting rooms and set up with refreshments and arrange catering for meetings/events.
- Where applicable, prepare expense claims for CEO, Deputy CEO and Executive Team.
- Manage and respond to correspondence as required.
- Support the Company Secretary to maintain a central record of Trust documents.
- Ensure that all information is obtained, stored and processed in accordance with the Data Protection Act, and that confidentiality and security requirements are observed at all times.
- Produce advice and reports as required
- Any other duties as may reasonably be requested by the Company Secretary. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Assistant Company Secretary and Governance Clerk are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> • GCSE's grade 5 or above in English and Maths or equivalent • Other relevant level 3 or professional qualifications linked to the role 	<ul style="list-style-type: none"> • Completed, working towards or desire to undertake Company Secretary & Governance qualifications 	Application Form Certificates
Skills and Abilities	<ul style="list-style-type: none"> • Excellent communication skills; able to communicate effectively both verbally and in writing with a range of audiences • Highly organised; can prioritise and work well under pressure, meeting strict deadlines and exercising attention to detail • Fast and accurate typing including spelling and grammar • Able to support continuous improvement and develop and implement efficient and effective administrative systems • Strong interpersonal skills; able to liaise and work with internal and external stakeholders at all levels, and develop effective working relationships • Able to demonstrate tact and empathy when dealing with sensitive issues • Able to understand and interpret requirements accurately, by effective questioning, listening, clarification and recording of information • Professional personal presentation; able to represent the Trust and Exec Team in a positive light at all times • Proactive and responsive; able to anticipate needs, and to plan work and for 		Application Form Interview Written Test

	Essential Criteria	Desirable Criteria	Measured By
Skills and Abilities continued	<p>the efficient and effective use of resources; adapting plans to meet needs</p> <ul style="list-style-type: none"> • Able to maintain the highest levels of confidentiality and data security • Able to maintain accurate and organised electronic and hard copy filing systems • Able to take accurate notes which contain the level of detail required for the context concerned, and to produce them in accordance with set timescales • Able to quality assure and consistently produce high quality work, including accurate proof reading • Able to use a range of ICT systems to ensure the efficient and effective running of the Trust and Exec Team Office • Able to work both as an effective team member, and independently using initiative to problem solve • Able to follow the school's safeguarding procedures and recognise when to report any concerns • Able to independently research relevant policy and regulations and apply in own work / advise on their application • Can methodically and accurately record, interpret and present written and numerical data in formats including spreadsheets and written reports for use in decision making 		Application Form Interview Written Test
Experience	<ul style="list-style-type: none"> • Experience of successfully carrying out relevant governance, company secretary, or PA work • Working at pace and to deadlines; organising and prioritising varied and high volume work • Producing accurate notes and letters 	<ul style="list-style-type: none"> • Working as a Clerk, PA, Company Secretary, or Senior Administrator, or in a role related to the specific duties. • Experience of or desire to learn about legal support, application of policy, legislation of 	Application Form Interview

	Essential Criteria	Desirable Criteria	Measured By
	<ul style="list-style-type: none"> • Solving problems to achieve positive outcomes • Working with a range of stakeholders and adapting communications accordingly 	<p>statutory expectations in an organisation.</p>	
Knowledge and understanding	<ul style="list-style-type: none"> • A range of relevant ICT Systems • Professionalism and the perceptions of others • How to implement and develop efficient and effective administrative systems • Data protection and confidentiality 	<ul style="list-style-type: none"> • Use of digital technology to enhance clerking. Recording, Transcription, AI summaries, Remote support. • The issues relating to safeguarding children and young people • Awareness and understanding of the School admission, appeals and exclusion processes and relevant Codes of Practice / statutory guidance 	Application Form Interview
Other requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the vision and values of the Trust • Able to work calmly under pressure and withstand stress • Able to work flexibly, and to attend meetings and INSET days as required including evening governance meetings and events 		Application Form Interview

HOW TO APPLY

CLOSING DATE:	Wednesday 29 January 2025
INTERVIEWS:	w/c Monday 3 February 2025

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- Barr's Hill Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.