|  |  |
| --- | --- |
| **CONNECT SCHOOLS ACADEMY TRUST**  **JOB DESCRIPTION** | |
| **Title: Trust Clerk and Company Secretary** | **Grade: BR11**  **Reports to: CEO** |
| **Hours:**  30 hours per week, term time |
| **MAIN PURPOSE OF THE JOB**  To act as Clerk to the Trust and Company Secretary for Connect Schools Academy Trust  This is a varied role that encompasses a large number of duties, as set out in 1 to 30 below. | |
| **SUMMARY OF RESPONSIBILITIES AND DUTIES**  **Key Responsibilities**  **Governance responsibilities**   1. **Manage the entire governance function for the Connect Board of Trustees, its Members, its five Board Committees, its five School Local Governing Bodies (LGBs) and its Headteacher Working Group** 2. **Act as Company Secretary for the Trust – ensuring that documents are filed correctly and in a timely manner with Companies House** 3. **Review and update the Trust’s governance documents annually, including the Scheme of Delegation** 4. **Ensure that schools are prepared for Ofsted from a governance perspective and maintain records at all Trust sites, ready for inspection by Ofsted** 5. **Provide effective and professional governance advice to the Board of Trustees, the Members and the LGB members** 6. **Ensure that new legislative developments feature on the annual agenda planner** 7. **Draft all agendas and minutes, clerk meetings, track actions and ensure follow up. In doing so, liaise with the CEO, Chairs of the Board, LGBs and Headteachers within the Trust** 8. **Work with colleagues across the Trust to ensure an outstanding governance function within the Trust**   **Meetings management**   1. **Arrange and clerk the annual and mid-year leadership appraisals** 2. **Manage and clerk the annual Pay Committees across the Trust** 3. **Clerk the internal strategic Headteacher meetings** 4. **Create an annual meetings calendar for each of the Trust’s governance layers**   **Policies and Compliance**   1. **Maintain a register of policies at Board and School level, to meet the Department for Education’s (DoE) statutory criteria** 2. **Draft new polices and update existing ones, ensuring all statutory guidance is incorporated**      1. **Use an online governance system, Governor Hub, to store and share documentation** 2. **Ensure the Trust’s websites display the necessary statutory information** 3. **Ensure the Trust complies with the DoE’s Governance Handbook and Academy Trust Handbook which are the sector’s regulatory framework documents** 4. **Maintain a register of Members and Trustees and ensure that DBS checks are up to date** 5. **Maintain and update the Register of Pecuniary Interests annually**   **Training, skills and recruitment**   1. **Arrange an annual training programme for Trustees and Local Governors around key areas (child protection, induction, cyber security, GDPR, curriculum, EYFS, finance planning)** 2. **Maintain Trust and LGB skills audits and assist with reviews of governance** 3. **Identity and recruit new Board Members, Trustees and Local Governors and provide induction for them**   **Other responsibilities**   1. **Assist with risk register management for the LGBs** 2. **Keep up to date with developments in the sector through memberships of the National Governance Association, the Key, the National College and via our Trust Legal Advisor’s weekly education briefings.** 3. **Act as the link between the Connect Members and the Board of Trustees** 4. **Lead on admissions arrangements for CSAT schools, clerk the Trust Admissions Committee and act as advisor on admissions matters.** 5. **Manage Stage 3 Complaints Panels and Exclusion Panels across the Trust and share learning from these across the Trust** 6. **Support CEO with project work** 7. **Draft protocol documents for the Trust**   The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.  **EQUALITIES**  Ensure implementation and promotion in employment and service delivery of the Trust’s equal opportunities policies and statutory responsibilities. | |
| **Connect Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment** | |
| **This job description can be amended at any time following discussion between the CEO and the member of staff** | |

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Connect Schools Academy Trust** | |
| **Job Title: Trust Clerk and Company Secretary** | |
| **Qualifications/Education/Training:** | **DESIRABLE/ ESSENTIAL** |
| Qualification in governance  English and Maths GCSE | D  E |
| **Experience:** | |
| Experience in the area of school and Trust governance.  Previous experience of clerking meetings  Previous experience of planning and organising cyclical meetings for Boards, Committees and/or Panels. | E  E  E |
| **Skills and Abilities:** | |
| Excellent organisational, interpersonal and communication skills  Ability to deal with difficult and sensitive situations including complaints  Ability to manage confidential information  Accurate and timely record keeping skills  Ability to establish and maintain good relationships with all members of the school community  A commitment to undertake training and continuous professional Development.  Strong IT skills | E  E  E  E  E  E  E |
| **Specific Working Requirements:** | |
| Professional manner and attitude  Should be highly organised with the ability to meet tight deadlines  Willingness to attend early and evening meetings and training appropriate to the role  Is willing to organise and work within organisational procedures and processes and to meet the required standards of the role  Trustworthy, reliable and punctual with a flexible approach to work  Understanding of anti-discriminatory practice and how to challenge prejudice and stereotypes  Understanding of safeguarding requirement and best practice | E  E  E  E  E  E  D |