

Job Description

Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Job Title Head of Governance & Company Secretary

Responsible to: Chair of Trustees / Trust CEO

Purpose:

The post holder will undertake responsibilities as a member of Trust central team, providing a key link between the Trust Board and the operational team. Providing quality administrative support to the board and deliver a professional internal company secretarial service.

Key Duties

- Work alongside the CEO and chair of trustees to prepare an agenda for board of trustees' meetings & other sub committees as appropriate, supporting them to ensure the board and sub committees run effectively and efficiently.
- Ensure that all the appropriate paperwork is ready and distributed before meetings, in line with the trust's articles of association and committee terms of reference.
- The strategic management of all governance and policy compliance objectives throughout the Trust.
- Act as a central point of contact for all trust governance matters.
- Ensuring that Trust Governance procedures, the requirements of the Governance Handbook, Trust code of conduct and associated boards, sub-committees and governance terms of reference are embedded across the Trust.
- Facilitate engagement between members and trustees with operational staff.
- Managing the Trust clerking service and acting as Clerk to the Board, sub committees and the members.
- Leading the recruitment strategy of members, and Trustees, including advice to Heads and others regarding the member appointment/election process.

- Defining and supporting the delivery of a professional annual programme of training and development for all tiers of governance.
- Ensure the trust remains compliant with all of its statutory and regulatory responsibilities whether this be under charity, company or education legislation.
- Ensure that all trust business is undertaken within the articles of association and scheme of delegation.
- Ensure that the trust remains compliant with financial standards, the 'Academies financial handbook' and appropriate legal practices to deliver the highest level of corporate governance, including liaison with IT to ensure compliance with the aspects that require published information on trust websites.
- Be responsible for uploading information to 'Get Information About Schools' and provide the required information relating to trustees, ensuring this is up-to-date at all times.
- Maintain a register of trustee Disclosure and Barring Service (DBS) checks and ensure all trustees have an enhanced up-to-date DBS check in place.
- Maintain records of meetings and ensure signed copies are sent to all the relevant parties.
- Lodge required forms and annual returns with Companies House.
- Oversee the Trust Policy Review schedule, making sure policies are kept up-to-date and referred to the appropriate trust board or committee for approval.
- Develop and maintain professional and effective working relationships with the board of trustees, CEO, CFO, executive leadership team, headteachers, local governors and clerks to governors.
- To monitor work schedules/cover for support staff across the Trust where needed
- Support the board of trustees and local governing boards to develop a culture where challenge is embraced and welcomed.
- Ensure that the website is kept up to date

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Chair of Trustees / CEO in consultation with the post holder as appropriate to the changing needs of the Trust, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed..... Date.....
Employee

**Head of Governance & Company Secretary
Person Specification**

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Demonstrate a willingness to attend relevant training. 	<ul style="list-style-type: none"> • The candidate will have attended formal company secretary training.
Experience	<p>The successful candidate will have experience in the following areas:</p> <ul style="list-style-type: none"> • Record keeping • Information retrieval • Charity, company or education legislation • Dissemination of board data and documentation 	<p>In addition, the successful candidate may have experience in the following areas:</p> <ul style="list-style-type: none"> • Writing agendas, along with accurate and concise minutes • Organising meetings • Using the internet to access relevant information • Developing and maintaining contacts with outside agencies • Providing legal and compliance advice to a board. • Working in an environment where they have experience of taking initiative
Skills and knowledge	<p>The successful candidate will have the ability to demonstrate the following:</p> <ul style="list-style-type: none"> • Good listening, oral and literacy skills • The ability to organise time • Working to deadlines • The ability to maintain professional relationships with a variety of stakeholders. 	<p>In addition, the successful candidate may have knowledge of the following:</p> <ul style="list-style-type: none"> • Trust board procedures • Educational legislation • The respective roles and responsibilities of the board of trustees and local governing boards. • Equal opportunities and human rights legislation • Data protection legislation