**Kent Special Educational Needs Trust (Ksent)**

**Job Description:** Company Secretary to the Kent Special Educational Needs Trust

**Pay Range**:

**Full Time:** 37 hours a week with variable hours to meet the needs of the service

**Job Purpose**: Accountable to the Ksent Board of Directors and Ksent Executive, the job holder will ensure the integrity of the governance framework of Ksent, be responsible for the efficient administration of Ksent through effective project management, manage Ksent’s financial affairs and ensure compliance and exercise due diligence with statutory and regulatory requirements.

**Main Duties and Responsibilities:**

Guide and advise the Trust Chair and Board on their duties and responsibilities under the rules and regulations to which they are subject and how those responsibilities should be discharged ensuring that they comply with corporate legislation, financial, governance and strategic requirements.

Develop and oversee the day-to-day administration of the Trust, maintenance and security of legal documents and corporate records Ensure compliance obligations and the requirements of regulatory and statutory authorities are met e.g. annual filing deadlines.

To manage the Trust’s financial affairs, including management and statutory accounts together with longer-term financial projections, ensuring efficient and effective financial control systems and reporting mechanisms are in place.

To maintain a Business Plan and Risk Register for Ksent.

Ensure meetings function efficiently and effectively by providing a secretariat function to Ksent. Organise meetings and convene Annual General Meetings, ensure logistical arrangements are in place, prepare agendas in agreement with the Chair, prepare briefing and advice notes for Chairs, ensure meeting papers are commissioned, compiled and distributed and take minutes to ensure that accurate documentation is kept.

Ensure excellent communication flow within the board, its committees, the Executive, Head Teachers and cascade to other relevant parties. Implement the decisions of the Board and Executive.

Co-ordinate and complete special projects at the request of the Chair, Board or Executive. To include identification and preparation of bids for funding streams and preparation of bids / applications for new school provision e.g. free schools. Ensure the aims of the projects met and quality standards are met, recruit specialists and contractors where applicable, and oversee accounting, costing and billing.

Monitor changes in relevant legislation and the regulatory environment and take action accordingly and if necessary prepare briefing papers for Directors. Responsibility for the review and updating of Ksent documents and policies as necessary.

Facilitate the induction and appointment of new Ksent Directors, Foundation Governors and Partners. Informing Companies House of any significant changes in the Trusts’ structure or management (appointment and / or resignation of Directors and Secretaries).

Prepare the Trust year-end financial accounts for audit and to liaise with the Auditors prior to sign-off.

Ensure that the Trusts’ legal responsibilities are met, in particular that all necessary insurance is in place. Liaise with HMRC and the Auditors to ensure all tax requirements are complied with and to ensure completion of all required returns to Companies House.

Act as the Ksent registered agent with respect to the laws of the jurisdiction i.e. the person upon whom legal notice to the corporation is served and responsible for ensuring that documents necessary to maintain the corporation are filed.

Deal with the Trusts’ bank (currently Natwest) in respect of payments and receipts. To ensure all bank accounts and credit card statements are regularly reviewed and reconciled. As designated by the Board of Directors, act as one of the signing officers on behalf of the Trust.

To efficiently manage all external contracts and ensure that the expenditure is correctly authorised and accounted for. Ensure appropriate policies are in place with regard to procurement and tendering processes from service providers.

To line manage the CLASS Teaching School Administrator and steer the increased alignment of operational processes and procedures between Ksent and CLASS.

Handle correspondence on behalf of Ksent and its directors. Field and respond directly to incoming messages and requests from all parties ensuring that the Chair, Board and Executive are kept up to date with key issues at all times.

Administration of the Ksent portal and Ksent External Website. Responsible for day to day content management, maintenance and operational support liaising with providers and general administration. Interface with SchoolPost and management of accounts and permissions. Proactively prepare and maintain the Ksent Events Diary.

Liaison with strategic stakeholders, proactively creating, maintaining and promoting relationships on behalf of Ksent.

Preparing display and PR materials such as brochures, pop ups etc as required.

Assist with recruitment where required. Responsible for placement of adverts, directing enquiries, notification of candidates and logistical arrangements for sifts and interviews.

Ensure compliance with all aspects of Data Protection whilst providing a general confidential secretarial service to Ksent.

Focus on continuous improvement of all aspects of project management and administrative responsibilities, improving the effectiveness and efficiency of current systems and processes in accordance with best practice.

Actively drive and initiate own workload to effectively complement that of the Board of Directors and Executive, planning and raising tasks well ahead of time to ensure that the Board of Directors, Executive and Heads are adequately prepared for meetings, and events and deadlines achieved.

Provide complete loyalty, trust and discretion to the Company and the confidentiality of the position held.