

Job Description – FOR REVIEW IN LIGHT OF EXPERIENCE

Post title: Company Secretary and Director of Governance
Salary scale: Kent Range (KR) 14

Location and conditions of work:

This is a full-time role. However, flexible working would be considered for the right candidate.

This role will be based at Barham Court, Teston, Kent but the post holder will be expected to attend meetings at any of the school sites, and other diocesan and work-related locations when required. The post holder will be expected to have their own car to travel to meetings or engagements as necessary. In all instances travel and subsistence will be paid in-line with Trust policies.

Reporting and Line Management:

The post-holder will report to both the Board Chair and the Chief Executive Officer. The Chief Executive Officer will be the line manager on all day-to-day matters related to executive business and administrative duties and in the application of Trust employment policies.

The Company Secretary has line management for:

- The Clerk to the Board.
- Any members of the governance team.
- The Clerks to school governance committees.

Core Purposes:

To act as the Company Secretary and be the Trust's adviser and professional lead on all matters related to governance.

To ensure smooth operation and development of the Trust's governance structure.

To ensure Trust compliance with all relevant legislation and regulations.

To act as the Trust's Data Protection Officer and ensure compliance with all legislation related to the protection of data and freedom of information.

To recognise and support the Catholic nature of the Trust as an enterprise established under the auspices of the Archdiocese of Southwark for the preservation, protection and promotion of Catholic education in Kent, and to appreciate the requirements of Canon Law and Diocesan policy on the work of The Trust.

Key responsibilities:

Corporate Governance

- Advise Members, Directors and officers of the Trust to ensure effective governance and decision making in accordance with the Trust's obligations and constitution.
- Monitor and further develop as necessary the legal and governance structure of the trust particularly the Master Funding Agreement, Supplemental Funding Agreements, the Academies Financial

Handbook, the Memorandum and Articles of Association, the Trust: Diocesan Commission Protocol and the Trust Scheme of Delegation.

- Organize and support all meetings of the Members, the Board and its Committees ensuring due process is followed, necessary information and advice is presented, and decisions are minuted and disseminated as necessary.
- Lead the ongoing development of the Trust Board, including the recruitment, appointment, induction and ongoing development of Directors.
- Collaborate with senior colleagues in the Trust's central team to ensure matters of due process and due diligence are adhered to, and that 'good governance' remains at the heart of decisions made and subsequent action taken.
- Ensure the timely filing or submission of all information and documents required by Company and Charity legislation and the Education and Standards Agency.
- Manage the central governance team.

School Governance

- To manage the school governance system to ensure robust support and challenge on behalf of the Board and the community to school leaders and managers in education the children and young people in the Trust's schools.
- In particular to organize the recruitment, appointment, induction, training and ongoing development of school governance committee members.
- To support and develop effective two-way communication between the Board and school governance committees.
- To recruit and manage the clerks to the school governance committees.

Information Management

- To act as Data Protection Lead for the Trust, managing all matters relating to GDPR, including, but not limited to, managing and mitigating data breaches within the trust, managing data privacy impact assessments, overseeing all subject access requests and ensuring all employees of the trust are trained in and aware of the implications of data protection legislation related to their role.
- To ensure the Trust's record management policies comply with Freedom of Information and other relevant legislation, manage Freedom of Information requests and support an open governance culture.

Person Specification and Selection Criteria:

The postholder will be in possession of a relevant qualification and/or membership of a professional body, such as the Chartered Governance Institute and be able to demonstrate:

1. Knowledge and understanding of the legal framework within which the Trust operates and its Board functions and an appreciation of the need to work within that framework;
2. Knowledge and understanding of the legal duties and responsibilities of a company secretary;
3. Knowledge and understanding of data protection and freedom of information law and experience in their application;

4. The ability to provide authoritative advice and assistance, in an accurate and concise manner, at a senior level;
5. An appreciation of the ethical issues relating to the conduct of those in public life, in particular Board members and members of school governance committees;
6. Experience in administration of the meetings of corporate bodies in either the public or private sector;
7. Administration and organisational skills, particularly the effective management of meetings;
8. Good interpersonal skills and the ability to communicate effectively with Board members and members of school governance committees, individually and collectively, and with a wide range of other stakeholders, including Diocesan bodies and organisations;
9. The ability to take clear, concise and accurate minutes and prepare agendas;
10. The ability to draft accurately and succinctly;
11. The ability to organize and prioritise time and tasks within the demands of the Trust, and to meet agreed deadlines;
12. The ability to work as a member of a team and to perform effectively with a minimum of supervision;
13. The ability to supervise others;
14. Flexibility and sensitivity;
15. Information Technology skills relevant to the post;
16. Knowledge and understanding of equality and diversity.