

SEAX Trust Company Secretary**Part-Time Post: 20 hours per week****40 working weeks per annum (term-time + 2 weeks during school closure period)****45.4 paid weeks per annum (including holiday pay of 5.4 weeks)****Pay Scale: LGS Band 3, Point 21-25****Actual Salary: £9,292 - £10,454 per annum (pay award pending)**

We are seeking a highly organised and motivated individual with excellent interpersonal skills, who can demonstrate the ability to provide first-class support services to the Members, Board, Committees and Local Governing Bodies of this successful and expanding Multi-Academy Educational Trust.

Responsible to:

Chair of Directors

Executive Principal/Chief Executive Officer

In Liaison with:

Trust Business Manager/Chief Financial Officer

Trust HR Manager

Academy Head Teachers

Chairs of Local Governing Bodies

Specification

This part-time post is to be based at the SEAX Trust Offices within Thriftwood College, Chelmsford. The Secretary must work with an understanding of the vision and ethos of the Trust, the role of the Executive Principal/CEO, Members, the Board of Directors and the Local Governing Bodies. The Secretary will secure the continuity of Trust business and observe confidentiality requirements.

Job Purpose

To act as the Secretary to the SEAX Trust by providing a range of effective administrative support services to the Members, the Chair, the Board of Directors, members of the Local Governing Bodies and to the Executive Principal/CEO.

You will:

- Provide advice to the Board on constitutional and procedural matters
- Ensure the Members, Board of Directors, Sub-Committees and Local Governing Bodies are properly constituted
- Manage information effectively in accordance with legal requirements
- Maintain and develop the Trust website, ensuring information is up to date and accessible

Job Description

You will be accountable to the Officers of the Trust as above, working additionally with each Academy's Chair of Governors and senior school leaders. Your role is to ensure that the business of the Trust Board is conducted smoothly and efficiently and to be the adviser to the Board on procedural matters, securing the Trust's compliance with all statutory and legal requirements. You will be expected to conduct associated administrative duties on behalf of the Trust and liaise with external organisations and community partners as required.

You will be required to **organise the annual cycle of meetings** in liaison with the Board, its sub-committees Chairs and Local Governing Bodies, prepare draft Board agendas and provide advice to Directors to ensure that Board time is used effectively.

You will:

- Work effectively with the Trust Members, Chair of the Board of Directors, Executive Principal/CEO, Chairs of Local Governing Bodies, Executive Principal, Academy Business Managers and Head Teachers before meetings, to prepare an agenda, taking account of all statutory issues and focusing on academy improvement
- Encourage the timely production of meeting papers and appropriate reports from others
- Ensure that the sharing of information between Local Governing Body, Sub-Committee, Director and Member meetings remains a constant focus and that information is shared between boards in a meaningful and timely manner
- Prepare, clerk, collate and summarise relevant information from Local Governing Body Meetings
- Produce, collate and distribute the agenda and papers to ensure Directors receive these seven to ten days before meetings
- Record attendance and take action regarding absences
- Provide similar services for sub-committees established by the Board
- Advise the Trust on governance legislation and procedural matters
- Prepare minutes of Member and Board of Director meetings, clearly indicating responsibility for any agreed action
- Record decisions accurately and objectively with timescales for action
- Liaise with the relevant people prior to the next meeting to receive an update on progress of agreed actions
- Liaise regularly with the Chief Financial Officer and HR Lead to ensure timely financial reporting and audit process

You will also act as an **information manager**, recording process and outcomes of collective decision making, store Trust records and be able to research and access information and expert advice required to make informed decisions.

You will:

- Maintain a database of names, addresses and category of Trust members and their Terms of Office

- Initiate a Welcome Pack to newly appointed Directors/Members including details of Terms of Office
- Produce a termly report for Members updating them on the Local Governing Bodies and separate school activities
- Maintain copies of current Terms of Reference, membership of committees and working parties
- Maintain a skills audit for all Members and Directors
- Ensure that a Register of Pecuniary Interests is maintained
- Check that DBS checks have been successfully completed when it is appropriate to do so
- Arrange any relevant training for Members/Directors
- Act as Company Secretary to the Trust, with responsibility for completing statutory returns at Companies House

Main Responsibilities and Tasks

1. To Provide Advice

- Advise the Members, BoD, Sub-Committees & LGB's on governance legislation and procedural matters where necessary before, during and after meetings
- Act as the first point of contact for the same with queries on procedural matters
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Trust
- Inform the Trust of any changes to its responsibilities as a result of a change in school status or changes in relevant legislation
- Offer advice on best practice, including on Board, LGB and committee structures and self-evaluation
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
- Advise on the annual calendar of Board and LGB meetings and tasks
- Send new Members, Directors and Governors induction materials and ensure they have access to appropriate documents, including any agreed Codes of Practice
- Contribute to the induction of Members, Directors and Governors when taking on new roles, in particular Chair or Chair of a Committee

2. To Provide Effective Administration of Meetings

- With the CEO and Chairs, prepare focused agendas for the Trust meetings
- Liaise with those preparing papers to make sure they are available on time, and distribute the agendas and papers as required by regulations
- Produce, collate and distribute the agendas and papers so that recipients receive them at least seven clear days, and preferably ten clear days, before meetings
- Ensure meetings are quorate

- Record attendance at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent parties of the date of the next meeting
- Draft minutes of meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair
- Circulate the reviewed draft to relevant parties within the timescale agreed
- Follow-up any agreed action points with those responsible and inform the Chair of progress

3. To Administer Membership

- Advise appointing bodies in advance of the expiry of a term of office, so that elections or appointments can be organised in a timely manner
- Chair those parts of the meetings at which the Chair is elected, giving procedural advice concerning conduct of this and other elections
- Maintain Registers of Pecuniary Interests and ensure the Record of Members', Directors' and Governors' Business Interests is reviewed regularly and lodged within the Trust Offices
- Ensure Disclosure and Barring (DBS) checks have been carried out on any Director or Governor when it is appropriate to do so
- Maintain a record of training undertaken by Members, Directors, Members of LGB's and the CEO
- Maintain meeting attendance records and advise the Chair of potential disqualification through lack of attendance
- Advise the CEO on succession planning

4. To Manage Information

- Maintain up to date records of the names, addresses and Trust positions held/category of governing body members and their terms of office, and inform any relevant authorities of any changes to membership
- Maintain copies of current Terms of Reference and membership of any committees and working parties and any nominated posts e.g. Child Protection, SEND
- Maintain a record of signed minutes of meetings and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
- Maintain records of correspondence
- Ensure copies of statutory policies and other documents approved by the Trust are kept in the Trust Offices and published as agreed, for example, on the Trust website and individual academy websites, where appropriate

5. Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice

- Keep up-to-date with current educational developments and legislation affecting Multi-Academy Trusts and school governance, through reading and attendance at liaison or other meetings
- Participate in regular performance management

6. Additional Services

You may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the Trust is required to convene
- Assist with the election of Members, Directors and parent and/or staff governors
- Maintain a file of relevant Department for Education (DfE), guidance documents
- Maintain archive materials
- Prepare briefing papers for the Trust, as necessary
- Conduct skills audits and advise on training requirements and the criteria for appointing new Members, Directors and Governors, relevant to vacancies
- Perform such other tasks as may be determined from time to time

7. General

- To understand and apply Trust policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy

The SEAX Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Directors to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

The Person Specification acts as **selection criteria** and gives an outline of the types of person and the characteristics required to undertake this job.

Essential (E): without which, candidate would be rejected

Desirable (D): useful when choosing between two good candidates

Please make sure that when completing your application form you give clear examples of how you meet the essential and desirable criteria.

How Measured - 1: Application Form 2: Interview 3: Test 4: Proof of Qualification 5: Practical Exercise

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Substantial experience providing secretarial and administrative support at Board/Senior Management/ Governing Body level	1, 2		
	In-depth experience undertaking a PA role	1, 2		
Skills/ Ability	Able to deal effectively with a wide range of people in a courteous, helpful, confident but assertive manner and able to exercise high levels of tact and diplomacy	1, 2		
	Able to compile well-written and grammatically correct documents and letters	1, 2, 3, 4		
	In-depth IT skills, including the use of word-processing, spreadsheet, email applications, website maintenance	1, 2, 3, 4		
	Able to plan and organise workload to meet organisational priorities and deadlines and to facilitate the progression of important events and issues	1, 2, 3, 5		
	Able to use own initiative to make informed judgements with limited supervision and guidance	1, 2, 3, 4, 5		

Competencies	Able to demonstrate appropriate motivation to work for the benefit of young people	1, 2		
	Ability to form appropriate relationships with young people	1, 2		
	Emotional resilience in working within an environment where there are challenging behaviours	1, 2		
	Appropriate attitudes to the use of authority and maintaining discipline	1, 2		
Personal Attributes	To be a person of integrity	1, 2		
	The ability to maintain confidentiality	1, 2		
	The ability to remain impartial	1, 2		
	To have a flexible approach to working hours and venues	1, 2		
	To be sympathetic to the needs of others & supporting others in fulfilling their role	1, 2		
	To have an openness to learning and change, taking personal responsibility to keep up to-date with legislation etc	1, 2, 3, 4		
	To have a positive attitude to personal development and training	1, 2, 3, 4, 5		
	To have good interpersonal skills, being a confident communicator	1, 2		
Equality Issues	Able to identify when discrimination is taking place in service delivery or the workplace and able to take appropriate action where this is identified	1, 2		

Specialist Knowledge	Knowledge of governance procedures and legislation	1, 2, 4	Knowledge of the respective roles & responsibilities within a MAT	1, 2
Education and Training	RSA III Typing or higher WP qualification or equivalent experience	1, 2, 3, 4	Shorthand or Speedwriting	1, 2, 3, 4
Other Requirements	Able to attend all Trust sites and regular evening meetings	1, 2		

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability, as defined under the Act, to meet the requirements of the post.