

Job Description and Person Specification

Job Title	Company Secretary
Accountable to	Chair of Trustees
Salary	£18, 988 – £23, 050
Contract Type	Permanent
Working Pattern	Term time and part time Work from home
Qualifications and Experience	<ul style="list-style-type: none"> • A degree-level qualification. • Previous experience of similar work.
Key Duties and Responsibilities	<ul style="list-style-type: none"> • Provide advice, guidance and support to Members, Trustees and Local Governing Body Committees on governance, constitutional and procedural matters. • Provide advice, guidance and support to Trustees on employment and personnel-related issues. • Liaise with internal and external parties in regard to education, personnel and legal matters. • Represent the Governing Board at meetings with internal and external parties. • Ensure each level of governance within the Trust is properly constituted. • Provide effective administrative support to all levels of governance with the Trust. • Attend and minute all governance-related meetings within the Trust. • Manage information effectively in accordance with legal requirements. • Work with the Operations Team to ensure the Trust is compliant with Data Protection legislation and requirements. • Provide advice with regard to the transfer of academies into the Trust.