



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Executive Officer and Company
Secretary (Maternity Cover)

Recruitment Pack





Dear Applicant,

On behalf of The Diocese of Gloucester Academies Trust, may I thank you for your interest in the post of Executive Officer and Company Secretary (maternity cover).

I hope the background information enclosed with the job description and person specification will provide you with a helpful context for this role. The successful candidate will have the opportunity to work alongside the current postholder to ensure a smooth handover is achieved.

This is an incredibly exciting time to be joining the Trust, and the successful applicant will have a significant role to play in supporting the trustees and senior officers of the Trust.

The closing date for completed applications is **12 noon on Wednesday 30 May 2018**. Interviews are scheduled to take place on Friday 8 June 2018.

To submit your application please email the completed form to ehully@glosdioc.org.uk before the closing date.

Yours faithfully,

Rachel Howie
Chief Executive Officer



The Diocese of Gloucester Academies Trust seek to appoint an

**Executive Officer and Company Secretary
(Maternity Cover)**

We are seeking to appoint an Executive Officer and Company Secretary to cover maternity leave for this thriving Multi-Academy Trust.

The successful candidate will be responsible for supporting the trustees and senior leaders of the Trust and its associated academies. This will include supporting the operational management of the Trust as Company Secretary, maintaining legal documentation, supporting senior officers with individual projects and undertaking clerking duties to ensure compliance and “best practice” for all aspects of the Trust’s provision.

This is an exciting opportunity to make a significant contribution to the work of the Trust.

The person appointed will:

- Have an understanding of the role of Company Secretary
- Have experience working across a range of ICT packages and systems
- Have up to date knowledge of legislation relating to Multi Academy Trusts
- Have excellent communication and interpersonal skills

The post is offered as a salary of £16,647.

This is a part-time post for 22.5 hours a week. There is flexibility around how these hours can be worked however it is a requirement that the successful candidate be in the office on Monday and Wednesday each week.

Further details and an application form can be downloaded from the vacancy area of the Trust’s website www.dgat.co.uk

If you would like an informal conversation about the role please contact Kerry Brimfield, Chief Operating Officer, on 01452 835565 or email kbrimfield@glosdioc.org.uk

The closing date for applications is 12 noon on **Wednesday 30 May 2018**.

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.

Job Description

- Job Title:** Executive Officer and Company Secretary
- Responsible to:** Trustees of the Diocese of Gloucester Academies Trust (DGAT)
- Line Management:** Chief Operating Officer
- Contract Type:** Fixed term maternity cover

Overall Purpose of this post

The overall purpose of this post is to support the senior officers of the Trust in executing the operational priorities in order to achieve outstanding educational outcomes for pupils in its academies.

Undertaking the role of Company Secretary

- Maintain statutory registers, ensuring that company statutory files are maintained and filed promptly
- Provide Members and Directors with notice of meetings and take, file and publish all minutes of meetings, ensuring the business of meetings is conducted in accordance with the Memorandum and Articles of Association
- Provide Members and Directors with proposed written resolutions and send information of any passed resolutions to the auditors and Companies' House
- Undertake all administrative functions of the Trust Board
- Distribute the company's annual accounts to Members and Directors
- Communicate with the site trustees
- Ensure those new to the board are issued with an up to date trustee pack
- Undertake and update DBS clearances for all Members and Directors
- Provide trustee and governance information required for the annual statutory accounts and in line with the requirements of the Academies Financial Handbook

- Provide administrative support to sub-committees of the Trust as appropriate and organise, collate and distribute all relevant papers to service meetings, filing and publishing all associated minutes.

Operational Administration of the Trust

- Maintain a register of policies and notify senior officers of review dates
- Maintain all Trust legal documentation
- Liaise with the Cathedral office for any requirements relating to No. 3 College Green
- Support senior officers with individual projects as required

Human Resources, Marketing and Communication

- Maintain and update the Trust website ensuring compliance
- Internal link to the LIFE vision, liaising with the appropriate Diocesan staff
- Co-ordinate and distribute the Trust Monthly Updates
- Provide the administrative support for the HR systems of the central office
- Support Trust academies with recruitment processes as required

Clerking

- Clerk DGAT Interim Governing Body (IGB) meetings
- Providing Governors with notice of meetings and take, file and publish all minutes of meetings
- Ensure the business of meetings is conducted in accordance with the Scheme of Delegation and Terms of Reference of the IGB.
- Ensure Governance Files are complete and updated
- General administrative support for the IGB



Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Person Specification

	Essential	Desirable
Personal Values		
Committed to actively promoting the Christian ethos and values of the academy	X	
Committed to the Academy vision	X	
Qualifications		
Degree		X
A record of recent and relevant continuing professional development	X	
Experience		
Experience of working across a range of ICT packages and systems	X	
Understanding of the role of Company Secretary	X	
Experience of working in a school or other educational context		X
Understanding of school governance		X
Up to date knowledge of legislation relating to MATs	X	
Understanding of academies		X
Personal Qualities		
Friendly and approachable with strong written and oral communication skills	X	
Well-motivated with the ability to use his/her own initiative	X	
Excellent organisational skills and attention to detail	X	
Flexible and co-operative team worker	X	
Reliable and punctual	X	
Able to work efficiently and accurately under pressure and to prioritise tasks	X	
Confident in dealing with a variety of stakeholders	X	
Professional and honest	X	
Additional Requirements		
A DBS will be required prior to appointment	X	
Good health and attendance record	X	
Excellent and unequivocal references	X	
Current driving licence and personal transport	X	

Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are current fourteen primary and one infant school within the Trust. Fourteen of the fifteen academies have religious designation as Church of England schools.

The Trust is currently working with a number of schools who are exploring academy conversion. It is therefore anticipated that the Trust will grow in number during 2018 / 2019.

The vision and ethos of the Trust

The vision of the Diocese of Gloucester Academies Trust (DGAT) is to provide children of all faiths and none with excellent educational provision which transforms lives within a caring and supportive Christian ethos.

In achieving this vision, DGAT works with academies which realise the benefits of a collaborative approach to sustaining and developing excellent educational provision. The Trust has therefore adopted a collegiate approach to developing communities of learning, designing flexible models of working which fully utilise the expertise which exists within its schools and in its centrally employed staff. It is an expectation of the Trust that all DGAT academies will play an active role in sharing best practice and learning from one-another, as well as being outward facing and engaging with the wider local and national educational agenda. The ultimate aim of the Trust is to build sufficient capacity within its academies to be self-supporting in order to be fully responsible and accountable for transforming pupil outcomes.

In order to support the Trust's academies, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business
- Premises and Insurance
- Compliance and GDPR