



## COMPANY SECRETARY | DPO

**Salary:** Range 7 points 29-31. Point 29 £33,347pa (actual salary)

**Hours:** 40 hours a week 8:30 – 5:00pm (30 minutes for lunch)

**We offer excellent benefits and our location is well served by public transport**

Future Academies is currently recruiting a Company Secretary. Working in the Head Office of a small multi-academy trust based in Westminster, this role would suit an individual interested in pursuing a career in policy, governance legislation, or project management in charitable organisations. This is a varied and rewarding role, working as a key member of a small, welcoming team, and offers a rewarding balance of leading on:

- Strategic and operational support and guidance to maintain and improve governance across the trust and its member schools
- Governance standards and compliance across the Trust
- GDPR strategies across the Trust

### About Future Academies

Future Academies is a Multi-Academy Trust and a charity regulated by the Department for Education.

We are committed to helping young people succeed and overcome social barriers irrespective of background or starting point through our inclusive ethos which is founded on knowledge, aspiration and respect.

Built around a small family of innovative and ambitious schools in Westminster, White City and Hertfordshire, the Trust boasts a proven track record of effective school improvement while transforming the lives of children and young people. As the Trust welcomes two new secondary schools into the group and embarks on a period of growth, an exciting opportunity has arisen to work within the Trust Head Office.

You will play an integral part in ensuring the Board and its committees and local governing bodies receive the support they require to operate in accordance with policies and procedures of the Trust. The Company Secretary will be responsible for efficient administration, particularly with regard to ensuring compliance with statutory and regulatory requirements and for ensuring that decisions of the Board of Directors are implemented.

It is essential that the successful candidate has excellent organisational skills including the ability to multi-task and manage a number of conflicting priorities. Absolute discretion, diplomacy and sensitivity in handling confidential materials and information is also essential in this role.

**Closing date:** 19<sup>th</sup> March 2019 at 10:00am

**To apply:** Please complete the Future Academies application form and send to [recruitment@futureacademies.org](mailto:recruitment@futureacademies.org)

Future Academies, Lupus Street, London, SW1V 3AT visit our website [www.futureacademies.org](http://www.futureacademies.org) to find out more about our ambitious educational family.

**Please note that Future Academies reserves the right to shortlist and interview before the closing date if a suitable candidate applies for the post.**

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post.