

Job Description

Job Title:	Company Secretary GDPR Policy Officer
Responsible to:	Executive Assistant
Hours	40 hours a week (30 minutes for lunch)
Salary:	Range 7 Points 29-31

OVERVIEW

An exciting opportunity has arisen for a personable and professional Team Executive with solid support skills to work within the Trust office of a successful Multi-Academy Trust. Role split 60/40. We are looking for a dedicated, knowledgeable professional who is able to successfully plan for the future through providing advice to the Board of Directors and local/advisory boards whilst upholding the Trust's core purpose and values. Candidates will need to be highly organised, pro-active and self-motivated with excellent communication skills.

The role will comprise:

1. Serve as the Company Secretary for the Trust
2. Acting as Data Protection Officer for the Trust

RESPONSIBILITIES

Company Secretary

As Company Secretary, you will be responsible for the development and efficient running of the governance strategy across the Trust. To be strategically and operationally responsible for the support and guidance required to maintain and improve governance across Future Academies.

To ensure that the Local Academy Committees operate effectively and efficiently within the governance structure. To advise the Board of Trustees and all sub-committees of the Board of their statutory duties and responsibilities, governance procedures and good practice, as Clerk to the Board of Trustees. To manage and develop an effective clerking team who deliver a full governance service across the Academy Trust. To provide support to the Executive team.

Responsibilities for this side of the role will include:

Governance Strategic Planning

- Oversee the annual governance cycle ensuring that it links to Future Academies' broader governance structure.
- Advise the Board of Trustees on ways of improving the efficiency and effectiveness of the Board and its sub-committees/local boards.
- Review of the Scheme of Delegation and related terms of reference for committees.
- Creation of co-ordinated work plans across all committees, ensuring that they can be effective in operating as sub-committees of the Board of Trustees, extending to all areas of governance e.g. education reporting, finance monitoring, risk management, policy management.
- Development and management of a co-ordinated clerking service across all schools within Future Academies.
- Ensure governance supports school improvement and the implementation of Future Academies' strategic objectives.

Clerking to the Trust Board and Local Committees

- Provide advice to the Trustees and Members on governance, constitutional and procedural matters.
- Clerking the Board of Trustees and its sub-committees (e.g. local boards and Audit Committee).
- Coordinating the production of agendas with the Chair of the Board of Trustees, gathering and disseminating papers, attending and writing minutes and follow-up actions.
- Production and maintenance of Register of Interest of Trustees and Members.
- Producing annual list of Trustee attendance for publication.
- Communication to Headteachers, Chairs, Trustees on behalf of (Chair of) Trustees.
- Provision of administrative support to the Trustees/Members as required.

Governance Standards

- Advise on statutory, constitutional or procedural queries relating to governance.
- Ensuring compliance with Companies Act, Charities Commission, DfE, Academy Financial Handbook and Master/Supplementary Funding Agreements regarding governance matters e.g. recording all directors with Companies House, ensuring all trustees and governors are recorded in the relevant DfE database (currently 'Get Information about Schools'), ensuring school websites are fully compliant with statutory and mandatory requirements, ensuring registers of interest are kept up-to-date.
- Ensure all member schools are Ofsted ready through the provision of bespoke advice and guidance to Local Academy Committees.
- Ensure that information flows effectively between the Board of Trustees and the Local Academy Committees.
- Developing and communicating a policies schedule; ensuring that the trust has approved and disseminated all statutory policies whilst also ensuring a consistent approach across the Trust to policy and procedure development.
- Championing GDPR compliance in the areas of governance, ensuring all committees have an approach to good records management including the upload and dissemination of masters using Future Academies systems and the secure archiving of all additional copies.
- Development and implementation of a governance handbook.
- Development and implementation of a governance skills audit/self-assessment.
- Lead the recruitment of Trustees/Governors/Clerks including vetting checks/records and subsequent induction; co-ordinate the appointments of Future Academies Chairs within the Scheme of Delegation.
- Production and training on Future Academies models and templates such as agendas, minutes, actions, registers of interest, KPI dashboard reporting.
- Lead the development of Trustee/Governance/Clerking CPD programme, liaising with internal/external providers as necessary.
- Reporting to the executive team on key governance issues.

School Governance Support

- Advise the Local Academy Committees on governance legislation, regulatory and procedural matters where necessary before, during and after meetings.
- First point of contact for governance queries from volunteer base of governors, trustees and members.
- Provision of a clerking service for Future Academies schools.

Data Protection Officer - GDPR

- Inform, advise and issue recommendations to the School and Trust regarding compliance with data protection laws including GDPR, and internal policies and guidelines with respect to data protection.
- Provide advice to the School/Trust on Privacy Impact Assessments (PIAs), monitor their implementation, in compliance with the GDPR.
- Maintain the record of processing operations and key repositories or personal data under the responsibility of the controller, and manage related data protection records.
- Cooperate with and be the contact person for the Information Commissioner and consult, where appropriate on issues relating to processing.
- Act as the point person for inquiries from data subjects on issues relating to data protection practices, withdrawal of consent, the right to ensure, and related data subject rights.
- Assist with the implementation, management, monitoring and the creation and roll-out of policies, guidelines and data protection awareness training.
- Identify and manage risks related to data protection and escalate data protection risks and issues to management as needed.
- Attend regular/ongoing privacy training.
- Be consulted and provide advice during Data Protection Impact Assessments.
- Maintaining expert knowledge of data protection/GDPR rules and law.
- Working across the organisation and community to put in place monitoring of compliance with the Regulations, with other local data protection provisions and with the data protection policies, awareness raising and training of staff involved in processing operations throughout the organisation.

As the team is so busy they will need someone comfortable dealing with a very high volume of work and the demands and pressures of deadlines and liaising with senior executives.

This is a very team-focused company, with a tight-knit administration department who all support each other.

Person specification:

We're looking for someone who:

- works well under pressure and can forward plan to meet tight deadlines
- has strong attention to detail and excellent proofreading skills
- is proactive and able to use their initiative
- can manage a heavy and sometimes reactive workload

Essential:

The successful candidate will be able to demonstrate the following knowledge, skills and experience:

- Qualified to degree level or with equivalent experience
- Content creation skills - information gathering, copy writing, editing and proofreading skills
- Excellent eye for design and attention to detail
- Good IT skills - MS Office suite
- Good planning and organisational skills - able to work to tight deadlines and prioritise competing and changing demands
- Strong team player but able to work with minimal supervision
- Skilled at managing internal and external relationships at a variety of levels and across functions

- Ability to multi-task and remain calm and focused under pressure

Future Academies offer:

- An opportunity to be part of a dynamic and developing organisation
- Excellent benefit package
- Local Government Pension Scheme
- Rewards and Benefits Scheme that includes Loyalty and Service Awards.

Due to the nature of the role, it is essential to maintain a discreet and professional relationship with staff acting accordingly with sensitive material and information.

This is a newly created role and inevitably duties will develop and change. The successful candidate would therefore expect periodic variations to the job description.

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.

February 2019