1. **St Ralph Sherwin Catholic Multi Academy Trust**
2. **Person Specification**
3. **Company Secretary**

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| **A Training and Qualifications** | **Essential** | **Desirable** |
| Educated to A Level or above, including a minimum of GCSE (or equivalent) grade C in maths and English | **Y** |  |
| Educated to degree level 2:1 or above in a relevant subject or equivalent professional qualification |  | **Y** |
| Member of relevant professional association, eg ICSA |  | **Y** |
| Certificate in Charity Law and Governance |  | **Y** |
| Commitment to ongoing professional development | **Y** |  |
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| **B Experience** | **Essential** | **Desirable** |
| Experience of working in a company secretary role within the education or charities sector | **Y** |  |
| Experience of working as a company secretary for a Multi-Academy Trust or other charitable organisation |  | **Y** |
| Solid understanding of regulatory frameworks for the education sector | **Y** |  |
| Experience of completing statutory returns for Companies House and other legislative organisations | **Y** |  |
| Experience of managing a team | **Y** |  |

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| **C Professional Knowledge and Skills** | **Essential** | **Desirable** |
| Good understanding of regulatory frameworks relevant to MATs, including charity law, data protection, governance and complaints | **Y** |  |
| Evidence of continuing professional development | **Y** |  |
| Evidence of providing training and development opportunities to other staff |  | **Y** |
| Ability to manage a varied and complex workload as well as delivering to timescale | **Y** |  |
| Strong ICT skills | **Y** |  |
| Excellent verbal and written communication skills | **Y** |  |
| Excellent planning and organisation skills | **Y** |  |
|  |  |  |
| **D Personal Attributes** | **Essential** | **Desirable** |
| Willingness to support Catholic life in schools | **Y** |  |
| Able to command credibility and respect from all members of school communities | **Y** |  |
| Emotional resilience | **Y** |  |
| The ability to self-evaluate and reflect | **Y** |  |
| The ability to adapt to changing circumstances and new ideas | **Y** |  |
| Attention to detail | **Y** |  |
| Integrity and commitment to good governance | **Y** |  |
| Ability to be respectful and promote equality of opportunity and diversity | **Y** |  |
|  |  |  |
| **E Safeguarding** | **Essential** | **Desirable** |
| Understanding of responsibilities of the Trust and schools in ensuring  compliance with all relevant legislation | **Y** |  |