



**St Ralph Sherwin**  
**Catholic Multi Academy Trust**



## **St Ralph Sherwin Catholic Multi-Academy Trust**

St Katherine's House, Chester Green, Derby DE1 3TQ

Tel: 0300 369 0553

[www.srscmat.co.uk](http://www.srscmat.co.uk)



# **Application Pack**

**Company Secretary**

**St Ralph Sherwin Catholic Multi-Academy Trust**  
**Chester Green, Derby**

# Welcome



St Ralph Sherwin  
Catholic Multi Academy Trust



Dear Applicant,

Thank you for expressing an interest in applying to work within the St Ralph Sherwin Catholic Multi-Academy Trust (CMAT). As CEO, I want to provide you with an introduction to our Trust and to give you a flavour of what working within our Trust would be like.

Firstly, you do not need to be a Catholic to work in our Trust. There are certain reserved positions, which require someone to be Catholic, i.e. CEO, Headteacher, Deputy Headteacher, Subject Leader/Head of RE and Lay Chaplain but other than that a respect for our ethos and a willingness to participate in what we do is all that is required.

Everybody who works within our Trust, in a school or central offices is in some way a teacher. Whether you are the headteacher, a classroom teacher, receptionist, cook, cleaner, caretaker, HR or Finance manager/assistant you have an impact on the children we serve. We are a family and building a community which supports and upholds our gospel values of tolerance, respect, compassion and love are central to our success going forward.

This is a hugely important time in the life of our Trust. As of 1<sup>st</sup> September 2018, we have brought together 25 schools from Derby City, Derbyshire, Staffordshire, Stockport and Nottinghamshire (of which 20 are primary and 5 are secondary) to work within the Trust.

As CEO of the Trust I understand the huge responsibility I have to ensure that every child and young person benefits from the establishment of this new Trust.

The St Ralph Sherwin Catholic Multi-Academy Trust has been formed to preserve, maintain and develop Catholic education in the areas served by its academies. We are committed to providing the highest quality of education for every child and young person we serve.

We have a vision for our Trust that goes beyond our individual academies and that changes our perceptions from *my* academy to *our* academy. Working together through the Trust, each academy will benefit educationally from the expertise within the Trust as a whole and practically from the services procured and provided centrally. By formalizing the links between secondary and primary schools we will provide a stable, challenging and consistent education through the phases to those pupils and families we serve. Our Trust will be a dynamic entity, which will grow and adapt with those who are working and learning within it. It will respond to the needs of its community while adhering to the Catholic principles upon which its member academies are founded.

We have been given a wonderful opportunity to shape the future of Catholic education for around 8,000 young people who attend our schools across the Trust.

Schools are special places where we get the chance to improve the lives of young people in a unique way. The best schools are places where we develop young minds; we must focus on growth not just in the brain but the growth of character, the development of the whole person.

I hope you are excited by this vision of what we want to achieve and if you feel you want to be part of this, I would encourage you to apply for this position within our Trust.

Yours sincerely

Sean McClafferty

CEO, Saint Ralph Sherwin Catholic Multi-Academy Trust

# About St Ralph Sherwin



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St Ralph Sherwin Catholic Multi Academy Trust has a rare opportunity for an experienced Company Secretary to join the Trust on a fixed term basis for two years.

Reporting to the Chair of the Board, the successful candidate will advise the Trust Board on matters of governance and compliance with legislative and regulatory requirements affecting the Multi-Academy Trust and its activities.

As part of this role, you will assist the Chair of the Trust Board in ensuring that all decisions made are in accordance with its Catholic ethos, the Articles of Association, reflects the objects of the Multi-Academy Trust and continue to provide public benefit.

This role will also ensure the smooth and efficient running of the meetings of the board of directors and committees, establishing and monitoring procedures to ensure that the Multi Academy Trust complies with the Department of Education's Academy Funding Agreement, ensuring that the Trust Board is aware of any changes in regulatory requirements.

In addition, the successful candidate will inform and advise the Board on Complaints, Data Protection, Statutory Returns, Governance and act as a channel of communication for the directors, local governing bodies and stakeholders and communicating with pupils, parents, other stakeholders, and the Multi-Academy Trust's members where applicable, (e.g. through circulars, newsletters); maintaining good general relations with relevant stakeholders on matters relating to the governance of the Multi- Academy Trust.

The ideal candidate will have experience of working as a Company Secretary within the education or charitable sector, with a solid understanding of regulatory frameworks for the education sector and experience of completing statutory returns for Companies House and other legislative organisations at a senior level and a good understanding of regulatory frameworks relevant to MATs, including charity law, data protection, governance and complaints.

The ability to manage a varied and complex workload as well as delivering to timescale is essential, alongside excellent planning and organisation skills and excellent time management and communication skills. You should be educated to A Level or above, including a minimum of 5 GCSE's (or equivalent) including grade C in Maths and English is essential. A certificate in charity law and governance is highly desirable.

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The base for this role is available within 10 miles of Derby and at Glossop, however the successful candidate will be expected to travel to meetings around the Trust area. Home working will be possible for this position. Due to the nature of the role, a full driving license and access to a car is essential.

The hours of work are 0.6 FTE, 24 hours a week to be worked flexibly, and some evening work will be required in line with the role and the Trust meeting schedule.

### How to apply

For more information, an application pack and to apply please visit [www.srscmat.co.uk/vacancies](http://www.srscmat.co.uk/vacancies) or email [vacancies@srscmat.co.uk](mailto:vacancies@srscmat.co.uk).

**Closing date:** Monday, 10<sup>th</sup> December 2018

**Interviews:** As soon as possible

*The St Ralph Sherwin Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*You do not need to be a Catholic to work in our Trust. There are certain reserved positions, which require someone to be Catholic, i.e. CEO, Headteacher, Deputy Headteacher, Subject Leader/Head of RE and Lay Chaplain but other than that a respect for our ethos and a willingness to participate in what we do is all that is required.*

**Ref: SRSCOMPANYSEC1118**

# Information for Applicants

## How to apply

A job description and person specification are available for download.

If you wish to apply, please download, complete and email your application form and associated forms to [vacancies@srsrmat.co.uk](mailto:vacancies@srsrmat.co.uk) by the closing date.

Please ensure that your application contains the following:

- A clear indication of the post for which you are applying
- Email addresses for all your referees
- **NB Should you be shortlisted, references will be taken up prior to interview**
- The completed separate Rehabilitation of Offenders Disclosure Form
- The completed separate Recruitment Monitoring Form

All CVs must be accompanied by a fully completed application form.

## Closing Date

Please ensure your application arrives before the closing date of **10th December 2018**. We are now monitoring our recruitment advertising and would be grateful if you could fill in the question on page two of the application form, stating where you first learned of this vacancy.

## Interview

Interviews for the posts will take place as soon as possible after the closing date.

**The Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Should you be shortlisted, references will be taken up prior to interview. The appointment will be made subject to an enhanced DBS check and other pre-employment checks.**

# Information for Applicants

## Saint Ralph Sherwin Catholic Multi-Academy Trust

On 1<sup>st</sup> September 2018, the Saint Ralph Sherwin Catholic Multi-Academy Trust brought together 25 Catholic schools located in Derby City, Derbyshire, Nottinghamshire and Staffordshire and Stockport together in a partnership, to ensure the very best spiritual, social and academic experiences and outcomes for the young people in our schools. We will achieve this through working together to share what we do well and identify the areas where we can learn from each other. As a Catholic MAT, we will place the life, teachings and person of Jesus Christ at the centre of everything we do.

The Schools of the Saint Ralph Sherwin CMAT:

### Primary Schools

St John Fisher Catholic Voluntary Academy, Derby  
St Alban's Catholic Voluntary Academy, Derby  
St George's Catholic Voluntary Academy, Derby  
St Joseph's Catholic Primary School, Derby  
St Mary's Catholic Primary School, Derby  
Christ the King Catholic Voluntary Academy, Alfreton  
St Elizabeth's Catholic Voluntary Academy, Belper  
St Anne's Catholic Voluntary Academy, Buxton  
All Saints & Saint Margaret's Catholic Voluntary Academies, Glossop

St Mary's Catholic Voluntary Academy, Glossop  
St Charles's Catholic Voluntary Academy, Hadfield  
St Thomas Catholic Voluntary Academy, Ilkeston  
English Martyrs' Catholic Voluntary Academy, Long Eaton  
St Joseph's Catholic Voluntary Academy, Matlock  
St Mary's Catholic Voluntary Academy, New Mills  
St Edward's Catholic Voluntary Academy, Swadlincote  
The Priory Catholic Voluntary Academy, Eastwood  
Holy Rosary Catholic Voluntary Academy, Burton

### Secondary Schools

St Benedict Catholic Voluntary Academy  
St Thomas More Catholic School  
St Philip Howard Catholic School  
St John Houghton Catholic Voluntary Academy  
Blessed Robert Sutton Catholic Sports College



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