

Job Title	Group Secretary and Governance Lead
Job Family	COO / Compliance and Legal
Hours	40 hpw
Location	Repton and Repton Prep, with occasional travel across RFS UK schools.
Line Manager	Chief Operating Officer
Salary	Dependent upon experience
Benefits	Defined Contribution Pension Scheme Private Healthcare Insurance Sports Centre Membership (family) Cycle to Work and Electric Vehicle Salary Sacrifice Schemes
Role Overview	
<p>The Group Secretary and Governance Lead is accountable for provision of the Group Secretariat function, driving best-in-class governance, including corporate, charity and regulatory compliance and support to the Repton Group.</p> <p>They will have experience and good working knowledge of all applicable legislation, regulations and guidance and will ensure systems are in place to communicate key updates and associated training.</p> <p>The Group Secretary and Governance Lead is also accountable for the successful provision of all services of Clerk to the Governing Body to schools within the group, and for the provision of support and advice to any other Clerks within the group, as required.</p>	

Role Responsibilities
<p><u>Company Secretary & Governance</u></p> <ul style="list-style-type: none"> • Act as Company Secretary for the Repton Group, incorporating all entities including RFS Schools within the UK. • Provide timely and effective governance and high standards of reporting • Act as a trusted adviser to the Board and senior executives on governance, charity and company obligations. • Provide advice to the Executive and Chair of Governors on charitable and company law, recommended practice and procedural issues. • Act as Administrator and Secretary for all meetings of the Governing Body, and for supporting committees, providing efficient and effective support including: <ul style="list-style-type: none"> ○ A programme of meetings for all committees, working groups and main boards. ○ Liaison with the Chair and Vice-Chair, and/or Committee Chairs to agree an agenda and required papers well in advance of meetings (typically 3 weeks prior to a meeting) ○ Ensure authors of papers are agreed, notified of deadlines and that draft papers are circulated to the Chair of the meeting (target: two weeks prior to a meeting in normal circumstances). ○ Ensure concise, accurate papers are delivered well in advance of meetings (7 days minimum in normal circumstances).

- Attend all Governing Body and Committee meetings, or ensure appropriate systems are in place to record attendance at Meetings, note-taking – including via AI - and approving minutes for signature and circulation.
- Maintain and update terms of reference for committees (and working groups) and ensure that all governors are properly constituted, meetings are quorate and held in line with their terms of reference, and decisions properly made.
- Develop and maintain systems to review and improve the effectiveness of business in conjunction with the Chair of Governors and Nominations Committee.
- Provide oversight and advice to other clerks or key points of contact within the group.
- Support Annual Report, AGM and strategic projects (as required) involving sensitive and confidential matters.
- Manage the induction and training of new governors in accordance with the principles of the AGBIS guidelines for Governors.
- Liaise with the Chair of the Nominations Committee and administer the process for identifying, interviewing and appointing Governors.
- Maintain a skills and training matrix for the Governing Body and arrange any appropriate training.
- Advise on skills gaps and developing strategies for recruiting and retaining suitably qualified and skilled Members.
- Manage periodic reviews of Governance structures and processes.
- Ensure that all Governors are aware of their statutory responsibilities, particularly those relating to safeguarding of pupils.
- Establish and service Governors Appeals panels for hearings associated with disciplinary matters, grievances and parental complaints.
- Ensure that appropriate schemes of delegation are in place between the GB and the Executive and that these are being followed.
- Support as required with the appointment of Executive roles e.g. Headmaster, COO
- Maintain full and appropriate records of all governance activity.
- Update records and/or file with external bodies (e.g. Charities Commission, Companies House) as required.

External Legal Support

- Recognise when specialist external advice is required and advise senior management accordingly.
- Ensure there is a suitable portfolio of external advisors in place for advice on specialist matters, with relationships well-maintained and support cost effective.
- Regularly review the provision and quality of external legal advice and recommend changes as necessary.
- Own and manage the annual legal budget for the group

Group Risk Management

Working alongside the Director of Group Risk and Compliance:

- Design and manage the overall approach to risk management across the group
- Maintain and update the Group Risk Register

- Provide advice and support to functional leads as required for the design and management of functional/operational risk registers
- Ensure that appropriate Emergency Plans are in place for the organisation
- Conduct legal review of any significant external third-party contracts, including those of Repton Enterprise.
- Support the COO with annual insurance renewal ensuring all appropriate cover is in place

HR Support

- Provide hands-on support as required for complex employment issues e.g. grievance, disciplinary, redundancy
- Ensure for all new Governors, formal identity checks, right to work in UK checks, DBS disclosure check or equivalent and completion of all declarations of responsibilities, or similar, as required.

Other

- Continuously review and improve all processes and working practices to ensure efficiency and effectiveness
- Amend any relevant legal or governance processes in line with any changes to legislation, reporting requirements etc
- Any other duties as reasonably requested of you by your line manager or the Chair of Governors.
- Regularly review documentation and records in line with our Data Retention Policy, to ensure that we remain compliant.

Executive Leadership Contribution

- Effective contribution made to organisational decision making (operational and commercial)
- Demonstrable cross-team working, willing and able to support peers and colleagues across the Executive, Operational and Academic communities, as required
- Role modelling our values and leadership behaviours

Person Specification

Relevant Prior Experience - Essential

- Experience in providing regulatory advice and support across a range of disciplines, in an in-house or external capacity
- Experience in acting as Company Secretary, Clerk to the Governing Body or Clerk to Trustees
- Familiarity with and experience of UK Charity Law, UK Company Law and the regulatory environment of UK education.
- Experience in continuous improvement of legal and governance processes and service.
- Successful track record in managing a large and complex stakeholder community including both executive and non-executives.
- Relevant professional qualification(s) and evidence of CPD

Relevant Prior Experience – Desirable

- Experience in a fee-paying educational organisation.
- Experience in a charitable organisation.
- Relevant voluntary experience e.g. school governor

Candidate Profile

- High energy, can-do attitude, used to working at pace
- Commercially minded
- Attention to detail, combined with pragmatism
- Trusted advisor
- Strong communicator and influencer to all audiences, both verbally and in writing.

Additional Information

Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Repton Prep

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the school may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at <https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf>