

Trust Governance Office & Company Secretary

Job Title: Trust Governance & Company Secretary	FTE salary: £28,937 Actual annual salary (approx. gross): £9809
School Base: Central Office – see flexible working section	Contract Type: Permanent Variable Hours
Start Date: Asap – before December 2025	Hours (weekly): 15
Working weeks: 38 (term time)	
Interview Date: Week beginning 3 rd November	Closing Date: Sunday 19 th October (midnight)

Please return completed applications and equal opportunities forms to recruitment@andaras.org

An Daras Trust is an equal opportunities employer and is also fully committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers must share this commitment. As part of safeguarding requirements we conduct an online search of all shortlisted candidates. All offers of employment are subject to the satisfactory completion of safer recruitment checks and references including an enhanced DBS check. Right to Work in the UK and qualifications will also be checked. We welcome applicants from global majority heritage.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

An employee of An Daras Trust knows that by using their own knowledge and experience, it can **Ignite Curiosity and Grow Capabilities** in young individuals, which will impact lives and help create a positive future. Does this sound like you?

Our Aim

An Daras Trust has the simple aim of ensuring our pupils receive the best educational experiences we can offer. Our intent is delivering an inclusive learning entitlement through a strong Trust wide wholistic curriculum model which focuses on enabling all pupils to achieve academic and emotional growth through the taught strategic themes of wisdom, knowledge, learning skills and personal capabilities.

Information about the vacancy

We are seeking a highly organised and knowledgeable Governance Officer & Company Secretary to join our Central Operational Team. This is a pivotal role supporting the Trust Board of Directors, Members with expert governance advice, administrative support, and strategic coordination.

About the Role

You will be the first point of contact for all governance-related queries, both internal and external, and will ensure the smooth running of Trust governance operations. You will clerk meetings, manage governance documentation, maintain statutory registers, and support policy development and compliance. As Company Secretary, you will also be responsible for submissions to Companies House and maintaining accurate records on the DfE's "Get Information About Schools" database.

Key Responsibilities

- Provide governance and legal advice to the Trust Board and Members.
- Administer and minute Trust meetings (Board, Committees, Members).
- Maintain governance documentation, registers, and policy schedules.
- Support recruitment, induction, and training of Directors and Members.
- Ensure compliance with statutory requirements and Trust Articles.
- Liaise with external bodies including DfE, Ofsted, and the Diocese.
- Mentor the Local Governance Officer and support their development.

What We're Looking For

- Experience in governance within education or public sector.
- Some understanding of governance legislation and DfE guidance.
- Exceptional written and verbal communication skills.
- High level of organisation and ability to work independently.
- Educated to degree level or equivalent experience.
- Commitment to safeguarding and confidentiality.

Flexible Working

We understand the importance of work-life balance. This role offers flexible remote working, allowing you to manage your hours around other commitments. If preferred, office space is available at our Central Office in Launceston for in-person working or collaboration.

What We're Looking For

We're seeking someone with:

- Strong organisational and administrative skills
- Excellent communication and attention to detail
- A good understanding of governance in education or willingness to learn
- Confidence in managing confidential information and statutory processes
- A proactive and collaborative approach

(A full job description and application form can be found attached to this advertisement or by visiting the vacancies page of our website)

Benefits

What can An Daras Trust offer you?

- Contributory pension scheme with the Local Government Pension Scheme (LGPS)
- Five paid family friendly days for emergencies
- A connection with our 12 primary schools and our pre-school which creates developmental opportunities
- Access to free health & wellbeing services
- A developmental, fair and professional culture
- Dedicated, friendly, committed team members