

INVICTUS

Education Trust
Company Secretary & Head of Governance



Candidate Pack

CONTENTS

Page

Welcome from
Jess Shulman,
Chair of the Board
of Trustees

3

About Us

4

- Our Governance
- Our History
- Our Vision
- Our Mission
- Our Schools
- The Invictus Charter

Benefits of
working for Invictus
Education Trust

8

Job Description/
Person Specification

9

Safeguarding

15

How to Apply

19



**‘EVERY DAY,
IN EVERY
WAY, OUR
STUDENTS
COME FIRST’**

WELCOME



Thank you for your interest in this exciting opportunity within our Trust.

I would like to welcome you personally and I hope that you will find here all the information you need to inspire you to join our team.

Invictus Education Trust was created in March 2015 by a group of like-minded schools: Crestwood School, Ellowes Hall Sports College, Kinver High School and Wombourne High School. Leasowes High School joined us in Autumn 2016 and Pedmore High School in September 2018, further strengthening an already thriving Trust. In 2021 Rufford Primary School and Nursery became the first primary school to join our Trust.

Where we differ from other Multi Academy Trusts is our collaborative work practice across all of our schools in every aspect. This means that our students, staff, parents and community all benefit from the culture we have created with our vision, mission and values, collectively known as our culture, the Invictus Culture.

We have come a long way over the last few years and we are now poised for the next stage of our journey which will be led by our new CEO joining us in January who will be supported by the fantastic infrastructure of our central team.

We have built strong relationships with our schools, founded on professional trust and mutual respect. We have a track record of making a difference to our students through our teaching and learning strategies, enrichment activities and by offering developmental experiences and opportunities.

Our entire workforce is dedicated to our core purpose of advancing education for the public benefit. All staff are highly motivated to produce the very best educational and pastoral experience for all students. Our finances give us the flexibility to provide highly skilled staff and we continuously look for improvements in educational outcomes. We invest heavily in enrichment activities for our students, something we feel is necessary alongside the academic curriculum.

Our students are at the heart of the decisions we make and are the fundamental focus of our values. If our values align to yours, this is a wonderful opportunity for a new leader to make their own impact on the future of Invictus Education Trust. You will lead our team to deliver the Invictus vision, achieve the highest standards, and ultimately have the greatest success.

I look forward to receiving your application.

Mrs Jess Shulman

Chair of the Board of Trustees

INVICTUS
Education Trust

**VALUE
ONE**

**Every day, in every way,
our students come first**

Our first and most important value.



ABOUT US

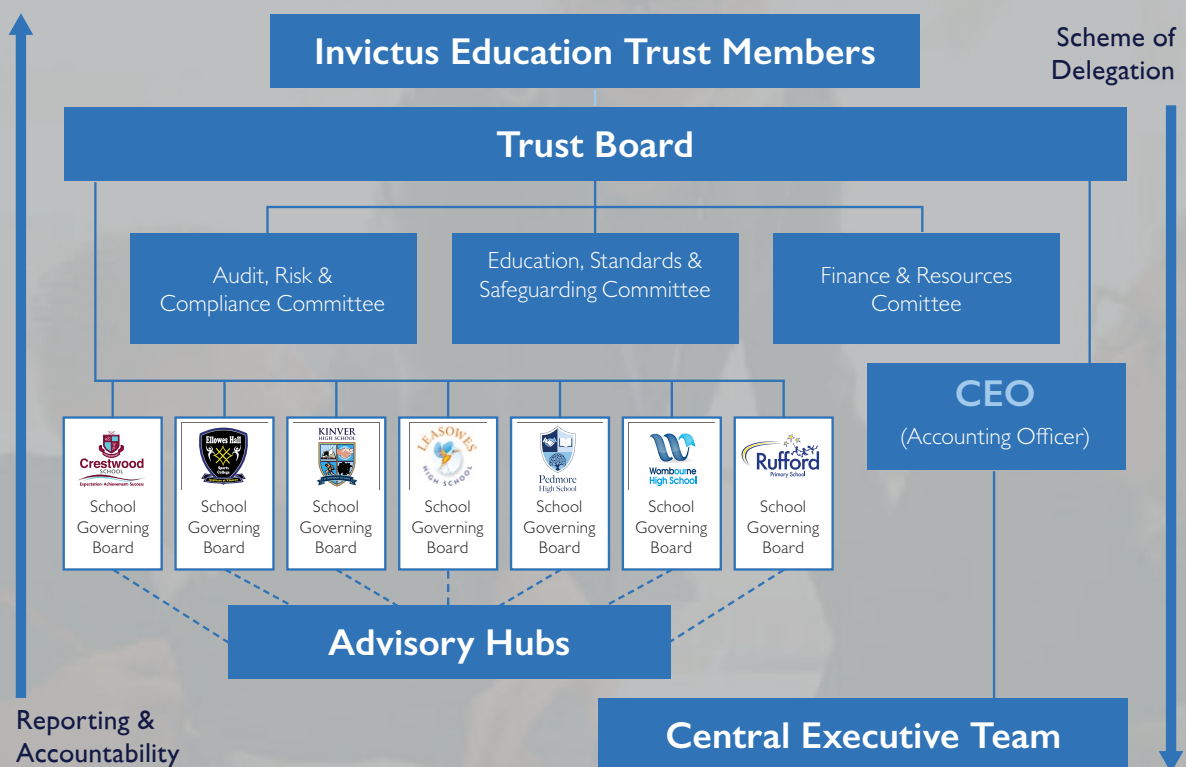
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OUR GOVERNANCE

The Trust has established a clear organisational structure with identified lines of accountability and reporting for all of its operations. This includes defining the responsibilities of the Trust Board and those responsibilities delegated to its committees and officers within the Trust. The responsibilities of the Trust Board and its committees are set out in the Trust's Scheme of Delegation and Financial Scheme of Delegation. The schemes make clear which functions are

retained at Trust Board level and which are delegated, providing full clarity on the role and remit of each part of the structure, as well as the relationship and reporting arrangements between them. Through these schemes, the Trust Board have clearly defined where all key governance functions are exercised in respect of the Trust and each of its schools.



OUR HISTORY

2015

Crestwood School, Ellowes Hall Sports College, Edgedcliff High School, Ounsdale High School come together to form Invictus Education Trust.

The name Invictus takes inspiration from the Ernest Hemingway poem of the same name.

Invictus Sixth Form launches, a collaborative sixth form with a campus based at each of our schools.

Edgedcliff High School becomes Kinver High School to strengthen identity within the community.

2016

Leasowes High School joins

2018

Pedmore High School joins.

Ounsdale High School becomes Wombourne High School to strength its identity within the community.

New build opens at Kinver High School.

2020

Central Team move to our new headquarters at Kinver High School to cater for the growing team.

New build opens at Wombourne High School.

2021

Rufford Primary School and Nursery become our first primary school.

New Science Block opens at The Crestwood School.

Sports Hall opens at Kinver High School.

Partial new build announced for Wombourne High School – to begin Summer 2023.

2022

It has been announced that Pedmore High School are on the list for the new school build project, we are awaiting further information!

2023

Building works for the new block at Wombourne High School has started; planned to be finished in May 2025.



OUR VISION

We provide our communities with an excellent education, unique opportunities, and elite experiences. Our students love attending school and our team are proud to represent their school and Trust.

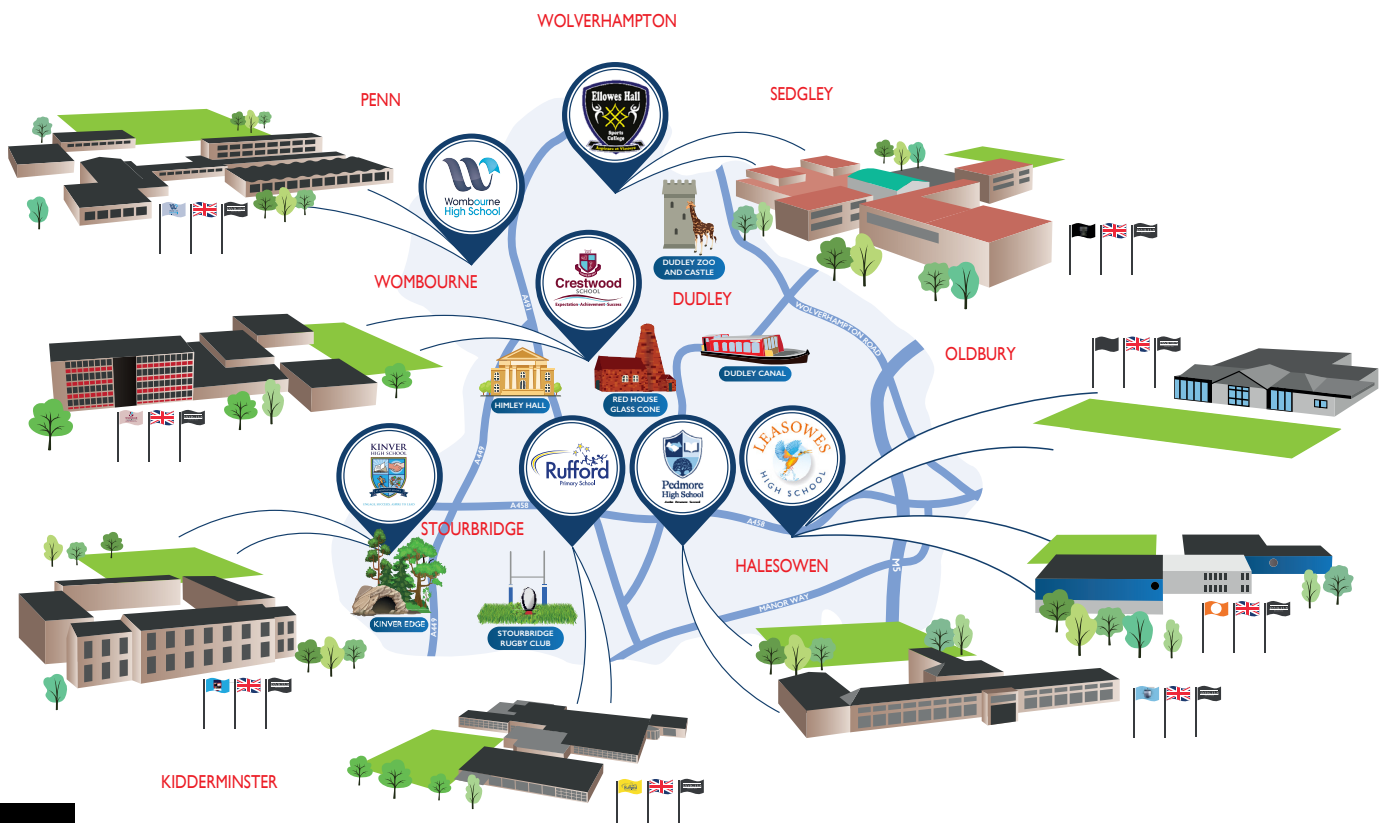


OUR MISSION

Whatever their starting point, our students make positive progress, with a perfect mix of academic challenge, pastoral care, and enriching experiences.



OUR SCHOOLS



INVICTUS
Education Trust
VALUE ONE

Every day, in every way, our students come first 

Our first and most important value.

To safeguard all students, staff and volunteers.
To inspire each other everyday to improve everything we do.
Set an aspirational culture in every stakeholder's environment.

INVICTUS
Education Trust
VALUE TWO

Anything is possible 

We focus on the challenge to identify it, our energy is spent finding a solution.

All staff and students will be solution focussed.
Leaders to role model resilient behaviours and attitudes to staff and students.
To be confidently creative.

INVICTUS
Education Trust
VALUE THREE

Accountability 

If it is to be, it is to be me.

All staff and students take ownership of their actions, development and outcomes.
Develop autonomy in leadership and management positions.
Everyone takes responsibility for their own actions.

INVICTUS
Education Trust
VALUE FOUR

Seek and seize opportunities 

We aim to deliver 'WOW' through opportunities and experiences.

To provide elite experiences to the students of Invictus.
To develop students so that they embrace new opportunities.
All staff and students will continuously develop themselves holistically.

INVICTUS
Education Trust
VALUE FIVE

Focus on relationships and all else will follow 

Open, honest and empathic relationships with clear and simple communication are the foundations of our Trust.

Every member of the Invictus community will be treated with dignity.
Our culture is one of respect.
Everyone will be treated fairly and as an individual.

INVICTUS
Education Trust
VALUE SIX

Start with the end in mind 

We identify our aspiration and put processes in place to exceed expectations. We celebrate our progress throughout the journey.

Our focus is on the objective.
Pathways are developed to meet the need.
We celebrate the milestones towards the goal.

INVICTUS
Education Trust
VALUE SEVEN

Think collaboratively 

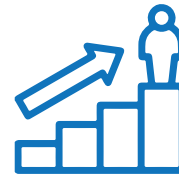
We always ask ourselves; can we include more students, more of our team or more of our schools in everything we do?

We work together as one team.
Everyone's ideas are valued.
We share resources and ideas.

BENEFITS OF WORKING FOR INVICTUS



24HR HEALTH
HELP LINE



EXCELLENT OPPORTUNITIES
FOR PROFESSIONAL
DEVELOPMENT



FREE ANNUAL
FLU JAB



DISCOUNTED LEISURE
CENTRE MEMBERSHIP



PENSION SCHEME



SECURE FREE
ONSITE PARKING

**A HIGHLY TALENTED
& COMMITTED TEAM
AWAITS YOU!**



JOB DESCRIPTION

JOB TITLE:	COMPANY SECRETARY & HEAD OF GOVERNANCE
DEPARTMENT:	CENTRAL TEAM
SALARY RANGE:	COMPETITIVE
REPORTING TO:	DEPUTY CEO
RESPONSIBLE FOR:	DETERMINED BY ORGANISATION STRUCTURE
LIASING WITH:	CEO, HEADTEACHERS, SENIOR LEADERSHIP TEAM, GOVERNORS, TEACHING AND SUPPORT STAFF, OUTSIDE AGENCIES, AND THE TRUST'S CENTRAL

MAIN PURPOSE

- To be the Company Secretary for Invictus Education Trust.
- To be accountable for supporting high levels of governance at every level of the Trust's operation, with a remit which includes; the governance framework, policy management, admissions, complaints, exclusions and data protection.
- To ensure the effective functioning of the Board of Trustees and the underpinning governance framework. To provide professional advice, guidance and administrative support to the Board and its Committees on their duties and on constitutional, procedural and regulatory matters.
- To manage compliance, ensuring the Trust adheres to its governing documents and the regulations set out by its regulators.
- To support the effective operation of the Trust, and work to uphold and promote its vision and values.



JOB DESCRIPTION

MAIN DUTIES

PORTFOLIO

Company Secretary

- To be the Company Secretary for Invictus Education Trust.
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Governance Professional

- Advise Trustees, Members and Committee Chairs on terms of reference, policy and procedural matters.
- Advise Trustees, Members and Committee Chairs on statutory guidance, and best practice in governance, before, during and after meetings, as well as being the first

point of contact on Board, Committee and Members' business.

- Identify governance priorities and related risks, anticipate issues which may arise, draw these matters to the Chair's attention and propose recommended actions.
- Know where to access appropriate legal advice and support (Charity and Company law), and where necessary seek advice.
- Advise the Board on the regulatory framework for governance (Articles of Association, Funding Agreements and Academy Trust Handbook) and ensure the required filings and returns are made.
- Promote awareness (amongst Trustees and the Executive Leadership Team) of organisational control and risk management.

Board composition, appointments and effectiveness

- Ensure that the Board and each Committee is properly constituted with appropriate terms of reference.
- Work closely with the Board Chair and Members to ensure an appropriate skill mix at Board level.
- Lead on Board recruitment with the Board Chair, bringing an emphasis on attracting high calibre candidates, managing new appointments and Trustee induction. Oversight of the re-appointment and retirement of Board Members in accordance with the Articles of Association.



JOB DESCRIPTION

- To work closely with the composite members of the governance structure to ensure that they understand the role and associated duties.
- To ensure the composite members of the governance structure perform their duties effectively and in line with requirements of the regulatory framework for governance and relevant codes of conduct.
- Take primary responsibility for a detailed and thorough induction programme for new Trustees, including arranging sessions with key stakeholders sending induction materials, ensuring they have access to appropriate systems and documents, providing essential training and monitoring retention.
- Support the Chair of the Trust Board with succession planning, developing and implementing regular collective and individual Trustee evaluation activities to assess board effectiveness and inform next steps.
- Maintain up to date records of the names and addresses of Board any constituted Committee Members and their term of office.
- Collate and maintain relevant business interests of Trustees and Members and ensure information is published on the website.
- Ensure that Trustee and Member information on DfE and regulatory websites is accurate and up to date.
- Devise a programme of training for governance at all levels, to include bespoke, face to face sessions as well as online learning.
- Maintain a record of mandatory and relevant training undertaken by members of the Board.
- Maintain Trustee meeting attendance records.
- Ensure copies of statutory policies and other documents approved by the Board are kept and published as agreed, for example, on the appropriate website.
- Manage the flow of information from Trust Board to any constituted committees and the Member meetings as appropriate.
- File returns to Companies House and the Charity Commission.
- Continuously improve communication between the Board and any constituted committee to promote effective working arrangements, sharing of good practice, and collective governance in the interest of the Trust as a whole.

Membership

- Manage the recruitment, appointment and induction of new appointments in the line with the Trust's governance structure and scheme of delegation.
- Monitor terms of office and pro-actively ensure re-appointment commences in a timely manner.



JOB DESCRIPTION

Compliance and Good Governance

- Advise the Board on best practice in relation to its Scheme of Delegation for governance.
- Manage and maintain the Trust's strategic risk register and risk management arrangements in conjunction with the Leadership Team and the Chair of the Audit and Risk Committee.
- Draft termly communication with Members.
- Ensure that Trust-wide policies and other statutory information are in place (and published on the Trust website where necessary), and subject to an appropriate Board review process.
- To manage, monitor and maintain the policy schedule for the Trust, engaging stakeholders in its development and the need for compliance.
- Clerking and administrative support.
- Advise on the annual cycle of Board meetings, supporting the efficient flow of information and decisions, including preparation of agendas, distribution of Board reports.
- Taking minutes of Board meetings, along with those of Members meetings, and following through on action points and matters arising from previous meetings.
- Maintain up to date records for the Board and its committees and ensure that papers and minutes are well organised and readily accessible.

- Maintain meeting attendance records and ensure these are published on the website(s) on an annual basis.

Data Protection

- Informing and advising on obligations to comply with the UK GDPR and other data protection laws.
- Monitoring compliance with the UK GDPR and other data protection laws, and the Trust's data protection policies, including managing internal data protection activities; raising awareness of data protection issues, training staff and conducting internal audits.
- Act as a contact point for individuals whose data is processed, for example staff, students and parents, including responding to Subject Access Requests (SARS) and for all FOIA requests.
- To effectively manage the service contract for the DPO
- Responding to other requests regarding individual rights and how their data is used.
- Advising on, and monitoring, data protection impact assessments.
- Cooperating with the ICO.



JOB DESCRIPTION

Advice and panel review service to schools

- Fulfils the advisory role for schools by providing timely, accurate and judicious advice on areas such as admissions, complaints, exclusions, data protection and policies.
- Ensure escalated matters requiring panel review are efficiently and effectively arranged and clerked.
- To advise and support all levels of parental complaints in line with the Trust's policy, from Headteacher to Trust Board.

OTHER DUTIES

- Promote a culture of collaboration and joint working across the Trust.
- Contribute to performance management including coaching, mentoring and knowledge building for colleagues, which may include direct line management.
- To play a supporting role in developing and promoting a culture of continuous improvement and customer focus across the Trust, identifying improvement opportunities and recommending remedial action as necessary.
- To undertake induction and assist in the probation of new staff.
- To provide informal and formal supervision to administration staff.
- To promote and maintain effective communication and develop working relationships with professional colleagues and the wider Trust community.
- To be responsible for compliance of the duties and responsibilities of the post.
- To make effective use of information technology.
- Interact on a professional level with a range of staff including Members, Trustees, CEO, Headteachers, Senior Team Members and school-based staff.
- To positively engage in the Trust's appraisal/staff development processes.
- To facilitate training within area of experience and expertise, as directed.
- To liaise and work collaboratively with colleagues across the Trust to deliver the strategic priorities.
- To undertake work to support the internal IT infrastructure in relation compliance information.
- Skilfully work with others to develop and embed new initiatives.
- Contribute to the selection for appointment of staff as directed.
- Contribute to the Trust strategic plan, taking a lead on actions as directed by the Chair of the Board/CEO.
- Undertake any professional duties reasonably delegated.
- Follow Trust policies and procedures at all times.



JOB DESCRIPTION

STAFFING AND RESOURCES

- Positively conduct/contribute to appraisal reviews/staff development processes.
- Line-manage staff as indicated by the organisation structure.
- Respond to government developments and initiatives at national, regional and local levels.
- Contribute to the recruitment and induction of new staff.
- Promote teamwork and effective working practices.

OTHER PROFESSIONAL REQUIREMENTS:

- Establish and maintain regular communication in the Trust.
- Attend professional meetings as required.
- Be responsible for personal professional development and to keep up to date with educational and compliance initiatives that impact on the Trust.
- Attend organisational meetings as and when required.
- Take part in the Trust's staff development programme.
- Work as a part of a team and positively contribute to effective working relationships.
- Take part in Trust events as directed.

OTHER SPECIFIC DUTIES

- Play a full part in the life of the Trust community, to support its vision, mission and values.
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example.
- Be courteous to colleagues and be welcoming to visitors.
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate.

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.

SUPPORT FOR THE TRUST

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection.



JOB DESCRIPTION

- Comply with the Trust's dress code.
- Participate in training, other learning activities and appraisal as required.
- Recognise own strengths and areas of expertise and use those to advise and support others.
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people

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>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

SAFEGUARDING REQUIREMENTS

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: [Keeping Children Safe in Education, 2023](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected'

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	MEASURE (A, D, I, T)
QUALIFICATIONS	<ul style="list-style-type: none"> • Good standard of English & Maths 	<ul style="list-style-type: none"> • Member of Chartered Governance Institute 	<ul style="list-style-type: none"> • Application
	<ul style="list-style-type: none"> • Working towards/degree level in relevant discipline 	<ul style="list-style-type: none"> • Trained to a high level in compliance discipline(s) 	
	<ul style="list-style-type: none"> • Evidence of continuous professional development 		<ul style="list-style-type: none"> • Application/Interview
EXPERIENCE	<ul style="list-style-type: none"> • Demonstrable experience operating at senior level 	<ul style="list-style-type: none"> • Demonstrable experience in a similar size organisation 	<ul style="list-style-type: none"> • Application
	<ul style="list-style-type: none"> • Substantial experience and knowledge of the sector and/or organisation 		<ul style="list-style-type: none"> • Application/Interview
	<ul style="list-style-type: none"> • Knowledge and understanding of education, charity and company law and regulatory and compliance framework applying to a Multi Academy Trust (MAT) 	<ul style="list-style-type: none"> • Previously worked as a Company Secretary in the Multi Academy Trust setting 	<ul style="list-style-type: none"> • Application/Interview/ Test
	<ul style="list-style-type: none"> • Experience of secretariat or similar functions in planning, organising, implementing and evaluating senior meetings ensuring that objectives are met and outcomes are action focussed 		<ul style="list-style-type: none"> • Application/Interview/ Test
	<ul style="list-style-type: none"> • Experience of successful systems and processes including meeting the changing requirements of senior leaders and teams 		<ul style="list-style-type: none"> • Application/Interview
	<ul style="list-style-type: none"> • Working with, supporting and advising senior leaders, to fulfil their governors or executive responsibilities successfully 		<ul style="list-style-type: none"> • Interview
	<ul style="list-style-type: none"> • Evidence of successful project management 		<ul style="list-style-type: none"> • Application/Interview
	<ul style="list-style-type: none"> • Evidence of ability to work under pressure and deliver results 		<ul style="list-style-type: none"> • Interview
	<ul style="list-style-type: none"> • Illustrate the ability to plan, manage and organise own 		<ul style="list-style-type: none"> • Interview
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Excellent interpersonal, influencing and persuading skills 		<ul style="list-style-type: none"> • Interview
	<ul style="list-style-type: none"> • Excellent leadership skills in setting direction and gaining support for improvement 		<ul style="list-style-type: none"> • Interview
	<ul style="list-style-type: none"> • Ability to change management disciplines effectively to embed sustainable improvements in processes 		<ul style="list-style-type: none"> • Interview
	<ul style="list-style-type: none"> • Strong programme and project management skills in ensuring projects are well scoped and defined, implemented to time to costs and outcomes and benefits are realised 		<ul style="list-style-type: none"> • Application/Interview
	<ul style="list-style-type: none"> • Proven management skills in motivating supporting and developing colleagues to fulfil their roles and responsibilities, continuously improve and meet changing requirements 		<ul style="list-style-type: none"> • Application/Interview

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	MEASURE (A, D, I, T)
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> Highly effective in influencing and enabling skills 		<ul style="list-style-type: none"> Interview
	<ul style="list-style-type: none"> Ability to problem solve and anticipate issues 		<ul style="list-style-type: none"> Interview
	<ul style="list-style-type: none"> Confidence to advise CEO chair and Trust Board, even in difficult contentious challenging circumstances 		<ul style="list-style-type: none"> Application/Interview
	<ul style="list-style-type: none"> Excellent planning and organisation skills to maintain a forward work programme, for the Trust's governance 		<ul style="list-style-type: none"> Interview/Test
	<ul style="list-style-type: none"> Ability to work on own initiative and manage one's own time organisation work with minimal supervision 		<ul style="list-style-type: none"> Interview
	<ul style="list-style-type: none"> Able to work effectively under pressure and deal with competing priorities 		<ul style="list-style-type: none"> Application/Interview
	<ul style="list-style-type: none"> Ability to communicate clearly and effectively, to a range of audience both written and orally 		<ul style="list-style-type: none"> Application/Interview
	<ul style="list-style-type: none"> Ability to take high quality minutes and maintain accurate records 		<ul style="list-style-type: none"> Interview/Test
PERSONAL QUALITIES	<ul style="list-style-type: none"> To have professional gravitas 		<ul style="list-style-type: none"> Interview
	<ul style="list-style-type: none"> Ability to be open minded and provide accurate honest and constructive advice and guidance 		<ul style="list-style-type: none"> Interview
	<ul style="list-style-type: none"> Understanding the importance of maintaining confidentiality and the ability to handle sensitive matters with tact and diplomacy 		<ul style="list-style-type: none"> Interview
	<ul style="list-style-type: none"> Commitment to high professional and personal standards and doing the right thing even in challenging circumstances 		<ul style="list-style-type: none"> Interview
	<ul style="list-style-type: none"> Positive and flexible approach to opportunities and challenges 		<ul style="list-style-type: none"> Interview
FLEXIBILITY	<ul style="list-style-type: none"> To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust 		<ul style="list-style-type: none"> Interview
	<ul style="list-style-type: none"> Out of hours working will be required to meet the needs of the Trusts business 		

This job description may be amended by us and, in addition to duties set out in the job description, you may be required to undertake additional or other reasonable duties as necessary to meet the needs of the business of Invictus Education Trust.

SELECTION PROCESS

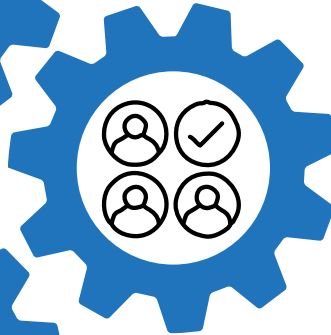
1

Application



2

Shortlisting



3

KCSIE Checks



4

Interviews



5

Decision



6

KCSIE Checks



7

**Welcome &
Induction**



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