

<b>MAGDALEN COLLEGE SCHOOL</b>
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**GOVERNANCE PROFESSIONAL  
Person Specification**

<b>Knowledge</b>	<ul style="list-style-type: none"><li>▪ understanding the school's system: structures, accountability and levels of delegated authority</li><li>▪ governance legislation, procedures and regulations relevant to the school</li><li>▪ the core functions of a school trust board as they apply to the school</li><li>▪ elements of effective governance and board practice as they apply to the school</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>▪ Good levels of literacy, numeracy and IT</li><li>▪ written and verbal communication</li><li>▪ minute taking</li><li>▪ planning and organisational</li><li>▪ people and relationship building</li><li>▪ advisory skills (recommending a course of action)</li><li>▪ risk aware/able to articulate risk in the context</li><li>▪ problem solving</li><li>▪ time management to meet deadlines and competing demands</li></ul>
<b>Attributes</b>	<ul style="list-style-type: none"><li>▪ personal integrity and commitment to the principles of public life</li><li>▪ respect for confidentiality</li><li>▪ confidence and resilience (to challenge when necessary)</li><li>▪ commitment to professional development to maintain knowledge and improve practice</li></ul>