



GOVERNANCE PROFESSIONAL

No.	Categories	Essential or Desirable	Assessed by:	
			App Form	Interview or Task
Qualifications				
1.	A relevant degree or relevant professional qualification in business administration or governance.	D	✓	
2.	Educated to A-Level or equivalent with a grade 5 or equivalent in GCSE English and Mathematics.	E	✓	
3.	Willingness to complete further accreditations/qualifications appropriate to the post.	E	✓	✓
Experience				
5.	Experience of providing advice and support to key stakeholders on good practice regarding governance compliance measures.	E	✓	✓
6.	Experience of working with and supporting a senior team and/or board/committee providing high quality advice and guidance.	E	✓	✓
7.	Experience of working within a compliance framework.	E	✓	✓
8.	Evidence of developing agendas, recording taking minutes and following up actions.	E	✓	✓
9.	Experience of working with legal advisers and providing concise updates to Trustees and the CEO on complex issues.	D	✓	✓
10.	Experience of interpreting data to include in reports for a variety of audiences including Trustees and the Executive Board Team.	D	✓	✓
11.	Experience of working work under pressure and to deadlines.	E	✓	✓
Abilities, Skills and Knowledge				
12.	Knowledge of the Governance Framework and handbook for a multi-academy Trust.	E	✓	✓
14.	Ability to build effective working relationships with colleagues at all levels.	E	✓	✓
15.	Understand relevant legislation and regulatory requirements underpinning the education and academies sector.	E	✓	✓
16.	ICT literate with a working ability to use the Office 365 product suite.	E	✓	✓

17.	Ability to deliver a high quality administrative and clerking service to the Trust Board and committees including LGB/LEGBs (Local Governing Bodies and Local Executive Governing Bodies)-	E	✓	✓
18.	Ability to interpret discussion and produce clear, concise records of meetings.	E	✓	✓
19.	Ability to devise administrative systems which supports information retrieval and dissemination.	E	✓	✓
20.	High levels of integrity and confidentiality.	E	✓	✓
21.	Excellent accuracy, attention to detail and organisational skills.	E	✓	✓
22.	Flexible approach and a strong work ethic.	E	✓	✓
23.	Knowledge of GDPR/FOI legislation and the ability to ensure compliance across the organisation.	E	✓	✓
24.	Ability to work under pressure, with accuracy, unsupervised on own initiative.	E	✓	✓
Personal Qualities				
25.	Able to work effectively as part of a team, understanding roles and responsibilities of others and your own position within these.	E	✓	✓
26.	Ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills.	E	✓	✓
27.	Prioritisation, multi-tasking, time management and organisational skills providing the flexibility to deliver to demanding deadlines with minimal supervision.	E	✓	✓
28.	Resilience and high personal standards.	E	✓	✓
29.	Adaptability to changing circumstances/new ideas.	E	✓	✓
30.	Flexibility with a willingness to support and contribute to school/Trust events, as required.	E	✓	✓
31.	High expectations for self and others and a strong commitment to delivering the guiding principle of the Trust.	E	✓	✓
32.	Ability to maintain high levels of confidentiality.	E	✓	✓