

	Criteria	Essential	Desirable
Qualifications	1. GCSE English and Maths or equivalent 2. Degree, equivalent related professional qualification or qualified by experience 3. Recognised additional qualifications in governance, legal, business administration, company secretary duties or willingness to undertake training	X	X X
Experience	1. Prior experience of governance within an educational setting or Multi-Academy Trust 2. Experience of working in a school / academy trust 3. Experience of overseeing compliance and reporting 4. Experience of advising Boards or Trustees on legal, regulatory and procedural matters 5. Experience of planning meeting agendas and minute / note-taking 6. Experience of acting as a Company Secretary 7. Experience of managing complaints, exclusions and / or HR processes	X X X X	X X X
Skills & Abilities	1. Produce clear, concise and accurate documentation 2. Co-ordinate information from multiple sources 3. Excellent written and verbal communication skills 4. Strong IT skills including Microsoft Office Suite and Sharepoint 5. Ability to interpret regulatory and guidance documentation and provide summary advice and guidance 6. Develop and maintain good relationships with a wide range of people 7. Strong organisational skills with a focus on deadlines, communication and record keeping 8. Confidence in dealing with different people at all levels within the Trust 9. Confidence in managing a workload with conflicting	X X X X X X X X	

	deadlines	X	
	11. Attention to detail		
	12. Ability to remain impartial	X	
Knowledge	1. Understanding of governance legislation and best practice and how this applies to Academy Trusts	X	
	2. Excellent MS Office Skills (particularly Word). Confident IT skills including sharepoint	X	
	3. Knowledge and understanding of the statutory duties of governors / trustees	X	
Competencies & Personal Qualities	1. Strong written and verbal communication skills	X	
	2. Ability to work on one's own initiative	X	
	3. Ability to engage with multiple stakeholders across the Trust	X	
	4. Confident to seek third party advice where necessary	X	
	5. Excellent planning / organization skills	X	
	6. Ability to be resilient under time pressure	X	
	7. Forward thinking	X	
	8. Willingness to work flexibly, including some evenings	X	
	9. Ability to travel between Trust sites	X	
	10. Willingness to engage in training and development	X	