

## **Person Specification (Essential Criteria) - Governance Lead & PA to CEO**

### **Qualification**

NGA Certificate in Governance (Level 3), or willingness to complete

### **Experience**

- Significant experience in governance, compliance, operations or central administration within the education sector
- Experience supporting boards, committees or senior leadership teams
- Experience managing administrative systems, documentation and compliance processes
- Experience providing executive-level administrative or PA support

### **Knowledge & Understanding**

- Strong understanding of governance frameworks and statutory requirements in UK education system (DfE, ESFA framework, academy trusts, governing boards)
- Knowledge of compliance and risk management principles
- Understanding of data protection legislation (GDPR) and information governance
- Awareness of Trust/academy governance structures desirable
- Familiarity with education sector systems (e.g., GIAS, governance portals)

### **Skills & Abilities**

- Excellent organisational skills with ability to manage multiple priorities
- Strong written communication skills, including minute-taking and formal documentation
- High attention to detail and accuracy
- Ability to work across multiple stakeholders and influence without direct line authority
- Strong IT skills including document management systems and Microsoft Office
- Ability to handle sensitive and confidential information appropriately
- Strong analytical and problem-solving skills
- Understanding of risk management frameworks (desirable)
- Experience supporting audits or external assurance processes (desirable)
- Experience supporting digital or operational improvement initiatives (desirable)

### **Personal Attributes**

- Professional, discreet and highly reliable
- Proactive and able to work independently
- Calm under pressure and able to meet deadlines
- Collaborative and team-focused approach
- Commitment to safeguarding and promoting the welfare of children
- Own transport and full driving licence required as may be required to attend meetings at any of the schools within the Trust.