



PERSON SPECIFICATION

Governance and Compliance Officer

Category	Essential	Desirable
QUALIFICATIONS		
GCSE English & Maths at Grade C or above, or equivalent Level 3 or Level 4 Clerking qualification	*	*
EXPERIENCE		
Participation in formal meetings	*	
Previous experience of organising meetings, drawing up agendas and producing accurate minutes		*
Experience of dealing with confidential matters	*	
Experience working within an educational setting		*
SKILLS & KNOWLEDGE		
Effective interpersonal and communication skills, skilled at relationship management and ability to work collaboratively with others	*	
Excellent organisational skills	*	
Ability to understand and assimilate new information and translate into advice	*	
Ability to organise own time, flexible in approach and able to work with conflicting demands	*	
Thorough approach to work with exceptional attention to detail	*	
Excellent presentation skills and ability to write with accuracy and excellent understanding and use of the English language	*	
Committed to working in a way which promotes equal opportunity	*	

Category	Essential	Desirable
ICT Skills with a working knowledge of Microsoft Word and Excel; working knowledge of use of email	*	
An understanding of general office tasks e.g. filing, record keeping	*	
Knowledge of good practice in writing agendas and minutes and organising meetings		*
Understanding of the requirements of working with confidential information	*	
Knowledge of trust and academy governance		*
Knowledge of governing body procedures		*
Knowledge of the law and regulations relating to governing bodies and education		*
Knowledge of the respective roles and responsibilities of the governing body, principal, the LA, and Diocese		*
Knowledge of governor appointment and election procedures		*
Awareness of Data Protection legislation to handle information securely in a confidential and impartial manner	*	
Understanding of Safeguarding legislation and processes		*
QUALITIES & APTITUDE		
Ability and willingness to attend meetings at times determined by the Trust Board and LABs, including evenings	*	
Ability and willingness to regularly meet with the Chair of Trustees and Governance and Compliance Manager	*	
Ability to work at home and the Trust Office as required	*	
Ability and willingness to visit the school to deal with administrative tasks and liaise with key school staff	*	

Authentic Education Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Keeping Children Safe in Education Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974

Outstanding Achievement for All