



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