

Northern Education Trust
Post: Director of Governance
PERSON SPECIFICATION

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
QUALIFICATIONS				
1.	Qualified to degree level, or possess equivalent relevant professional experience.	E	✓	✓
2.	Hold a recognised professional governance qualification (e.g., CGI/ICSA Certificate in Academy Governance or NGA Level 3/4).	E	✓	✓
3.	Evidence of continuous professional development in education governance or corporate law.	E	✓	✓
EXPERIENCE				
4.	Experience clerking or advising boards within a multi-academy trust, school governance structure, or corporate setting.	E	✓	✓
5.	Proven experience writing structured, formal minutes, managing complex agendas and maintaining accurate records.	E	✓	✓
6.	Experience dealing confidently with senior executives, non-executive directors, or public sector boards.	E	✓	✓
7.	Experience setting up or managing statutory independent panels (IRPs/appeals/complaints).	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
8.	Deep understanding of the Academy Trust Handbook, DfE Governance Structures, and Charity/Company Law.	E	✓	✓
9.	Thorough knowledge of data protection principles (GDPR) and confidentiality protocols within school environments.	E	✓	✓
10.	Ability to remain entirely objective, providing robust legal challenge to the Board, even in difficult, contentious or challenging circumstances.	E		✓
11.	Exceptional written communication skills with the ability to summarise complex debates accurately.	E	✓	✓

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12.	Methodical planner who can hit tight statutory deadlines across multiple committees.	E	✓	✓
13.	Understand the characteristics of effective governance, including the latest thinking on effective methodologies for board evaluation, growth and development and succession planning.	E	✓	✓
14.	Methodologies of risk assessment, management and mitigation.	E	✓	✓
15.	Excellent planning and organising skills, making effective use of technology where appropriate.	E	✓	✓
16.	The ability to communicate clearly and effectively with a wide range of internal and external stakeholders.	E	✓	✓
PERSONAL QUALITIES				
17.	A strong commitment to the trust vision and values	E	✓	✓
18.	Commitment to support the trust's agenda for safeguarding and equality and diversity	E	✓	✓
19.	A flexible approach and a strong work ethic	E	✓	✓
20.	High integrity with an ethically sound approach to building internal and external relationships	E	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.