

Job Title: Governance Officer and Executive Assistant

MOA (Method of Assessment)

Method of Assessment (MOA): AF: Application Form, I: Interview, T: Test or Task

	Essential	Desirable	MOA
Qualifications and Professional Development			
3 A-Levels at grades A-C or equivalent	Y		
Degree in non-discipline subject or NGA/ GCI (previously ICSA) qualification in Academy governance or similar		Y	AF
Evidence of further training and professional development	Y		AF
Experience and knowledge			
Experience in governance and/or company secretary role	Y		AF/I/T
Experience in working to multiple deadlines and managing competing priorities	Y		AF/I
experience of organising board meetings, agendas and taking accurate and concise minutes	Y		AF
Experience of company secretary role in a medium sized organisation		Y	AF
Experience of supporting the work of governing bodies or committees	Y		AF
Experience of working within the education sector, including schools and academies, Local Authorities and/or national agencies		Y	AF/I/T
Knowledge of governance procedures and legislation	Y		AF/I/T
Knowledge of Data Protections procedures		Y	AF
Good working knowledge of Microsoft packages	Y		AF
Skills & Abilities			
Excellent inter-personal and communication skills	Y		AF/I
Positive and open-minded with an ability to 'think on their feet'	Y		AF/I/T
Ability to be deal with confidential and/or sensitive information	Y		AF/T
Excellent organisational and administrative skills	Y		I
Strong literacy and numeracy skills	Y		I
Excellent ICT skills, confident user of electronic systems	Y		AF/I
Ability to deal with stakeholders at all levels	Y		AF/T
Ability to prioritise tasks, manage time effectively and to work under pressure and to deadlines	Y		I
Ability to work as an effective team member	Y		AF/I
Able to use own initiative to make informed judgements with limited supervision and guidance	Y		AF/I
Other			
A commitment to safeguarding and the wellbeing of young people and staff	✓		AF/I
To have a high level of personal integrity	Y		AF/I

A commitment to the ethos of the Think Differently Education Trust and the Trust's mission and values	Y		AF/I
An awareness and understanding of, and commitment to, equal opportunities	Y		AF/I
An awareness of the issues involved in the education of SEND		Y	AF
Current driving licence		Y	AF

The Think Differently Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please be aware that this post is subject to an enhanced DBS clearance check and any offer of employment is made conditional of this. You will also be required to register and pay for the DBS update service and ensure that documentary evidence is produced to ensure annual compliance and updates. You will also be required to provide written consent for the employer to access this information at any time.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

The Think Differently Education Trust undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may have.