

# Person Specification

## Governance Officer

Criteria	Essential	Desirable
<b>Qualifications</b>		
Completion of DfE recognised Development Programme for Clerks, or equivalent governance training/qualification		X
<b>Experience</b>		
Experience of producing agendas and accurate, concise minutes, meeting statutory requirements	X	
Experience of producing, collating and circulating documents to meet strict deadlines	X	
Previous experience of working in a school/Trust environment		X
Previous governance experience, either within education or other sector		X
<b>Knowledge and Skills</b>		
Knowledge of school governance procedures		X
Evidence of organising own time and working to strict deadlines	X	
Ability to maintain efficient, accurate records	X	
Awareness of need to act with sensitivity and objectivity in dealing with all governance matters	X	
Ability to work as a member of a team	X	
Knowledge of Microsoft Office and dedicated software such as Governor Hub		X
Ability to undertake a range of clerical and administrative duties	X	

Experience of creating documents and communications for a wide range of audiences	X	
Ability to demonstrate initiative and self-motivation		X
Understanding of the need to maintain confidentiality on all school matters	X	
<b>Personal Qualities &amp; Abilities</b>		
Attendance at weekday evening meetings and willingness to work at times convenient to the governing body	X	
Ability to travel to school sites in North/West Yorkshire	X	
Willingness to participate in further training and developmental opportunities offered by the Trust	X	
Commitment to Equal Opportunities and encouraging diverse governance	X	