**BBCET Governance Partner BB06 – Person Specification**

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| CATEGORIES | Essential/Desirable | Assessed by: |
| AppForm | Interview/Task |
| QUALIFICATIONS | A degree level qualification or equivalent experience | D | ✓ |  |
| EXPERIENCE | Experience in administration and management of records | E | ✓ |  |
| Experience using the Microsoft Office suite, including Outlook, Word, Excel, PowerPoint and Teams | E | ✓ | ✓ |
| Experience developing positive professional relationships with a variety of stakeholders | E | ✓ | ✓ |
| Experience working with volunteers or the public and adapting communication style to suit these different stakeholders | D | ✓ | ✓ |
| Experience and confidence in designing and delivering training | D | ✓ | ✓ |
| Experience or training as a clerk or governor in a school environment or similar role | D | ✓ | ✓ |
| Experience of working in an education setting | D | ✓ | ✓ |
| ABILITIES, SKILLS AND KNOWLEDGE | Excellent communication skills, both verbal and written, and a high standard of written English | E | ✓ | ✓ |
| Excellent organisational skills | E | ✓ | ✓ |
| Ability to work effectively under pressure, managing conflicting priorities and meeting challenging deadlines | E | ✓ | ✓ |
| Ability to maintain strict confidentiality in all matters, and to act with impartiality and discretion at all times | E | ✓ | ✓ |
| Ability to respectfully challenge behaviours or decisions which do not support Trust values or correct procedures | E | ✓ | ✓ |
| Willingness to keep up to date on relevant developments and legislation in relation to educational governance  | E | ✓ | ✓ |
| Ability to seek out own learning and ask for support where necessary | E | ✓ | ✓ |
| Knowledge of the education sector and relevant governance statutory requirements | D | ✓ | ✓ |
| Knowledge of the role of the academy trust | D | ✓ | ✓ |
| PERSONAL QUALITIES | A clear and professional communicator, able to build and sustain positive relationships with all stakeholders across the Trust | E | ✓ | ✓ |
| High levels of integrity and probity and a commitment to the highest standards | E |  | ✓ |
| Passionate in helping to realise the ethos of the schools and BBCET | E |  | ✓ |
| Invested in the success of the Trust with commitment to being part of an effective team | E |  | ✓ |
| Ability to drive to different locations within the Trust | E | ✓ | ✓ |
| A flexible approach to working hours, including the ability to support meetings in the late afternoon and early evening, as required | E | ✓ | ✓ |