**PERSON SPECIFICATION**

**Job Title:** Governance Professional

**Grade:** Grade 7

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| **Person Specification** |
| **Criteria** | **Essential (E)** | **Desirable (D)** |
| **KNOWLEDGE**Knowledge of the law and procedural requirements pertaining to school governanceEnglish and Maths to GCSE Grade C or equivalentExtensive knowledge of the schools systemAwareness of current issues and thought leadership relating to the governance of schools and academy trustsUnderstanding of charity law and governance in other sectorsLevel 3 Certificate in the Clerking of School and Academy Governing BoardsWilling to undertake further training as required for the role. | EE | DDDDD |
| **SKILLS**Evidence of using own judgement and interpretation skills to interpret informationHigh level communication and IT- use Microsoft Office programmes effectively; effective use of email and cloud-based systems. Use Microsoft Teams / Zoom or Google meets as required and to organise meetings. Ability to update School and DfE Systems such as GIAS as required.High level strategic planningDecision-making based on intelligent assessment of risk and benefitsCommercial acumenInterpersonal/relationship building/stakeholder engagement skillsLeadership and line management: planning and coordinating the work of others | EEEEE | DD D D  |
| **INTERPERSONAL & COMMUNICATION SKILLS**Ability to communicate information and ideas effectively to a range of audiences, through excellent written and oral communication skillsEvidence of being able to effectively liaise with strategic boards and provide them with adviceTo produce clear, accurate and concise minutes of meetingsEvidence of holding effective planning meetings with senior leaders Evidence of being able to develop and maintain effective working relationships with stakeholders | EEEEE |  |
| **INITIATIVE & INDEPENDENCE**Ability to plan & organise personal workload Attend meetings in school as required and to use effective communication with trustees/governors between meetings to ensure that actions are followed up. Liaise with other organisations (Governor services) regularly and attend training and (governance professional) forums as required.Evidence of good time managementEvidence of keeping effective statutory records. | EEE | DD |