**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 governance  English and Maths to GCSE Grade C or equivalent  Extensive knowledge of the schools system  Awareness of current issues and thought leadership relating to the governance of schools and academy trusts  Understanding of charity law and governance in other sectors  Level 3 Certificate in the Clerking of School and Academy Governing Boards  Willing to undertake further training as required for the role. | E  E | D  D  D  D  D |
| **SKILLS**  Evidence of using own judgement and interpretation skills to interpret information  High 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 planning  Decision-making based on intelligent assessment of risk and benefits  Commercial acumen  Interpersonal/relationship building/stakeholder engagement skills  Leadership and line management: planning and coordinating the work of others | E  E  E  E  E | D  D  D  D |
| **INTERPERSONAL & COMMUNICATION SKILLS**  Ability to communicate information and ideas effectively to a range of audiences, through excellent written and oral communication skills  Evidence of being able to effectively liaise with strategic boards and provide them with advice  To produce clear, accurate and concise minutes of meetings  Evidence of holding effective planning meetings with senior leaders    Evidence of being able to develop and maintain effective working relationships with stakeholders | E  E  E  E  E |  |
| **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 management  Evidence of keeping effective statutory records. | E  E  E | D  D |