

Governance Professional Person Specification

Our Governance Professional will need to have a certain level of knowledge and experience prior to taking on the role. All qualities are essential to the post unless marked with a 'D' (desirable):

Qualifications, education and training:

- a good standard of education
- educated to degree level or equivalent (D)
- the [Level 3 Certificate in the Clerking of School and Academy Governing Boards](#) (D)
- a commitment to on-going professional development

Experience:

- relevant experience within an education and/or service (such as legal, commercial or charity) environment

Knowledge:

- the school system: structures, accountability and funding specifically in relation to multi-academy trusts
- governance legislation, policy, procedures and regulations relevant to the organisation (D)
- the core functions of tiers of governance as they apply to the organisation
- elements of effective governance and practice as they apply to the organisation
- understanding of charity law and governance in other sectors (D)

Skills:

- high level literacy, numeracy and IT
- high level written and verbal communication
- minute taking
- planning and organisational
- interpersonal/relationship building/stakeholder engagement
- advisory
- problem solving
- time management to meet deadlines and competing demands

Attributes:

- personal integrity and commitment to the [principles of public life](#)
- respect for confidentiality
- resilient, determined and relentless in the pursuit of excellence
- ability to challenge and show tenacity
- agile thinker
- calm under pressure, with the ability to maintain a sense of humour
- commitment to professional development and career progression