

TORQUAY GIRLS' GRAMMAR SCHOOL



Person Specification:

Governance Professional

Qualifications	<ul style="list-style-type: none">• Educated to degree level• Qualified Chartered Secretary (desirable)• Evidence of relevant personal and professional development
Experience	<ul style="list-style-type: none">• Academy school governance experience• Experience of supporting a governing board• Experience of writing agendas and accurate concise minutes• Experience of proof-reading documents for accuracy• Experience of working in a school environment• Experience of working in a regulated sector and/or charitable trust• Experience of administrative systems and procedures• Experience of developing new or improved administrative processes
Knowledge, Skills and Abilities	<ul style="list-style-type: none">• Able to form collaborative professional relationships• Polite and professional• Excellent organisation skills• Excellent time management skills with ability to prioritise work to meet tight deadlines• Ability to communicate accurately and effectively, both verbally and in writing, adapting style to suit audiences. Able to fulfil all spoken aspects of the role with confidence through the medium of English• Have a thorough understanding of the duties of a Governance Professional within the education sector• Knowledge and experience of whole school procedures, organisation and structure• Good listening skills• Have good record keeping and information retrieval skills• Proactive and ability to work on own initiative and be decisive• The capacity to remain calm and to cope with the unexpected• Knowledge of the respective roles and responsibilities within educational governance• Understanding of the purpose, value and principles of governance• Ability to develop and maintain effective and supportive relationships with colleagues• Ability to effectively engage with virtual meetings, as required• Handling of sensitive and confidential information with discretion and diplomacy• Knowledge of Data Protection• Full computer literacy with experience of using MS Office software including MS Teams
Attitude & Disposition	<ul style="list-style-type: none">• Flexible approach to work including the ability to work occasional evenings• Commitment to maintaining confidentiality• Ability to remain impartial• Committed and enthusiastic attitude• Confident, positive and flexible approach to work• Willingness to actively participate in training and development