

Person Specification

JOB TITLE:	Governance Support Manager
DATE:	September 2026
STATUS:	Final

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Broad understanding of how the statutory age education system operates	E	✓		✓	
2. A good standard of education including English and Maths	E	✓	✓		
3. Relevant governance or clerking qualification (eg Level 3 Certificate in the Clerking of School and Academy Governing Boards)	D	✓		✓	
4. Knowledge of educational, information governance, and freedom of information requirements and legislation as they affect schools and multi-academy trusts	E	✓			
5. Awareness of governance and policy arrangements in multi-academy trusts	D	✓		✓	
6. Awareness of charity and company law as they apply to academy trusts	D	✓		✓	
7. Ongoing commitment to CPD	E	✓			
Experience					
8. Providing high-quality governance support across the full annual cycle, including responsive advice on statutory regulations, procedures, and policies to executive and senior leaders.	E	✓	✓	✓	
9. Experience providing governance and clerking support specifically to school governing bodies or a Multi-Academy Trust board.	D	✓		✓	
10. Proven administrative experience maintaining accurate and confidential records, as well as developing and implementing operational systems, processes, and procedures	E	✓	✓	✓	
11. Practical experience investigating, managing, and responding to Freedom of Information (FOI) and Subject Access Requests (SAR)	E	✓	✓	✓	
12. Experience drafting formal policies and guidance, and designing and delivering briefings or training sessions for stakeholders.	D	✓		✓	

Skills and competencies					
13. Excellent literacy and drafting skills, with the ability to produce clear, accurate reports and present effectively in writing or in person to diverse audiences.	E	✓	✓	✓	
14. Strong interpersonal skills, with a proven ability to build productive working relationships across all levels of the trust and with external partners	E	✓		✓	
15. Exceptional planning skills, with the ability to manage conflicting priorities, meet tight deadlines, and deliver results under pressure.	E	✓		✓	
16. Proactive approach, with the confidence to use initiative and work independently without close supervision.	E	✓		✓	
17. Strong analytical capabilities, with the ability to research complex information and synthesize it into clear, accurate summaries	E	✓	✓	✓	
18. Well-developed problem-solving skills combined with meticulous attention to detail to ensure high-quality outputs.	E	✓		✓	
19. Proficient in standard administrative software, including MS Office and Google Workspace (Docs, Sheets, Forms).	E	✓	✓	✓	
20. Ability to assess, develop, and maintain administrative and governance systems to improve efficiency.	E	✓		✓	
21. Absolute commitment to maintaining strict confidentiality and handling sensitive governance matters with discretion.	E	✓		✓	
Other					
22. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E		✓	✓	✓
23. Supportive, flexible and co-operative team member with a positive attitude and commitment to the team. Encourage ideas, initiative and innovation in others.	E	✓			
24. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
25. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
26. Full driving licence and own vehicle or ability to travel between head office and school sites across north east England outside office hours	E	✓			✓
27. Ability to work outside office hours by arrangement (ie early evenings and occasional Saturday) to attend committee meetings and facilitate governance training events	E	✓		✓	