

Person Specification – Head of Governance			
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. Requirements identified as desirable are used for recruitment purposes only.		Essential	Desirable
1.	Personal Qualities <ul style="list-style-type: none"> • Belief that every student should have access to an excellent education regardless of background. • A commitment to supporting the Catholic ethos of the Trust. • Ability to organise own time, flexible in approach and able to work with conflicting demands. • Ability to take responsibility for own actions and work collaboratively. • Confidence and ability to advise at all levels. • Calmness under pressure. • Respecting confidentiality. • Confidence and resilience (to challenge when necessary). • Commitment to continued professional development (CPD). 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
2.	Education & Qualifications <ul style="list-style-type: none"> • Degree Level education or equivalent experience • Level 4 certificate in academy governance or be willing to work towards • Member of the Chartered Governance Institute or equivalent professional body 	✓ 	✓ ✓
3.	Experience <ul style="list-style-type: none"> • A strong understanding and experience of leading corporate governance with a dynamic, multifunctional organisation, collaborating successfully with other functions to deliver on the organisation's strategic objectives • Experience of advising senior management and Boards, preferably within a highly regulated environment • Experience of successfully planning and implementing a strategy which includes improving processes and policies across an organisation • Experience in managing/leading a team and or function, setting and monitoring performance objectives • Ability to contribute strategically with experience of leading and influencing change • Experience in a similar role in an education setting 	✓ ✓ ✓ ✓	✓ ✓

4.	Knowledge, Skills and competencies		
	• Familiarity with governance structures in the Education sector.	✓	
	• Knowledge and confidence in interpreting and applying legislation.	✓	
	• Strong written and oral communication skills and the confidence to challenge others, at whatever level, when sound corporate governance would be undermined.	✓	
	• Excellent people skills to support engagement with staff at all levels across the Trust and beyond.	✓	
	• Proven ability in planning and organisation, with good attention to detail.	✓	
	• The ability to act with detachment and impartiality in order to serve the best interests of the Board and Trust	✓	
	• Able to articulate and deliver a clear vision for a high-quality provision in a Trust context	✓	
	• Strong and effective interpersonal skills and the ability to articulate ideas and requirements to a wide and diverse audience	✓	
	• Able to develop and maintain effective professional relationships with all members of the school community and outside agencies	✓	
	• Approachable, accessible and flexible	✓	
	• Able to work effectively under pressure, prioritising and delegating appropriately to meet deadlines	✓	
	• Computer literate, with a strong knowledge of Microsoft 365	✓	
	• Understanding of education legislation, guidance and legal requirements.		✓
	• Knowledge of DfE and ESFA requirements and MAT best practice.		✓
The requirements listed below are not considered during the job evaluation process but are essential requirements for the role that will be assessed during the recruitment process.			
5.	Disclosure of Criminal Record:		
	The successful candidate's appointment will be subject to the Trust obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	✓	
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓	
	If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A
Employment checks are required:			
	• Evidence of entitlement to work in the U.K.	✓	
	• Evidence of essential qualifications – section 2 of PS	✓	
	• Two satisfactory references	✓	
	• Confirmation of medical fitness for employment	✓	
	• Registration with appropriate bodies (where applicable)	✓	