



PERSON SPECIFICATION

JOB TITLE: Trust Governance and Administrative Assistant

RESPONSIBLE TO: A member of the Trust's Central Executive Team

| | Essential | Desirable |
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| Qualifications | | |
| Experience / Knowledge | <ul style="list-style-type: none"> ● High standards of written communication, grammar and spelling. ● Experience of taking formal minutes and managing the administration of planning and organisation formal meeting cycles. ● Sound knowledge and experience of office administration. | <ul style="list-style-type: none"> ● Familiarity with a school environment. ● Knowledge of legislation, regulations and policies pertaining to Academy Trusts. ● Willing to complete or already completed the National Training Programme for Clerks (or equivalent) ● Previous experience of educational, academy governance and of providing clerking service |
| Technical Skills | <ul style="list-style-type: none"> ● Computer literacy ● Good level of clerical skills and ability to produce structured reports ● Keen eye for detail and high level of accuracy, with a commitment to quality. ● Ability to prioritise, manage multiple tasks simultaneously and meet deadlines. ● Capable of minuting discussions fairly, effectively, accurately and appropriately given the complexity and sometimes sensitive subject matter | <ul style="list-style-type: none"> ● Google Suite applications ● Database management (CRM and CMS) |
| Person skills | <ul style="list-style-type: none"> ● Excellent interpersonal and | Good influencing skills. |

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| | <p>verbal communication skills.</p> <ul style="list-style-type: none"> ● Tact and discretion and a high level of confidentiality. ● Confidence to input into local governing body meetings and other meetings when it is procedurally appropriate to do so ● Keen attention to detail and a high level of accuracy. ● Ability to prioritise, manage multiple tasks simultaneously and meet deadlines. ● High degree of personal motivation, including the ability to work independently. ● Able to multitask and work well under pressure. ● Ability to work independently as well as collaboratively. ● Ability to form and develop good working relationships with colleagues, suppliers and stakeholders. ● A friendly 'can do' approach and a sense of humour | <ul style="list-style-type: none"> ● Contribute new ideas which align with the Trust's strategic objectives. |
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Signed:

Date: