



## Personnel Specification

<b>Job Title:</b>	<b>Trust Governance Officer</b>
<b>Salary:</b>	<b>Within current range £14.13 to £15.93 – LCC Grade 10</b>
<b>Post Name:</b>	

ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>Recognised degree OR professional qualification in a field relating to governance, school business management / business administration</li> <li>Completed (or willingness to work toward the National Clerks Development Programme</li> </ul>	<b>QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>School or academy governance qualifications e.g. ICSA Academy Governance, National Clerk's Training programme.</li> </ul>
<b>EXPERIENCE/KNOWLEDGE</b> <ul style="list-style-type: none"> <li>Experience of supporting and developing successful governance</li> <li>Proven track record in leading and managing staff</li> <li>Ability to form effective working relationships with a range of external and internal partners</li> <li>Understanding of school and multi academy trust context</li> <li>Excellent verbal and written communication and presentation skills</li> <li>Competent user of ICT and software packages</li> </ul>	<b>EXPERIENCE/KNOWLEDGE</b> <ul style="list-style-type: none"> <li>A proven track record in leading the development of effective governance.</li> <li>Experience of policy formulation, evaluation and review</li> <li>Knowledge of educational legislation, guidance and legal requirements</li> <li>Track record of successful project management</li> <li>Proven track record of effective working with a range of external and internal partners</li> <li>Experience of working in a school or academy trust</li> </ul>
<b>OTHER</b> <ul style="list-style-type: none"> <li>Supportive of the ethos and values of the trust</li> <li>Self-motivated and organised</li> <li>Evidence of a commitment to your own professional development</li> <li>Ability to work under pressure</li> <li>Organising their time and working to deadlines</li> <li>Ability to remain impartial and act with integrity in accordance with the Nolan Principal</li> <li>Good sense of humour</li> </ul>	<b>OTHER</b>