

PERSON SPECIFICATION

Section: Administration	Reports to: CEO
Job Title: Governance Professional	Grade/Salary Range: 7 £36,646 - £40,759 pro-rata equates to approximately: £33,122 - £36,839 per annum (37 hours)
Working Pattern: TBC	Working Weeks per annum: 41

Factors	Essential	Desirable	Assessment Method
Qualifications	5 GCSEs A-C (including Maths & English)	'A' Level qualifications Relevant School and Academy Governance qualification	Certificates at interview
Training	Evidence of Continuing Professional Development	School and Academy Governance training	Application Form Interview
Experience	Experience of working in an administration role	Experience of working in a school governance environment	Application Form Interview
Knowledge and Skills	<p>Knowledge of the school system – structures, accountability and funding</p> <p>Knowledge of governance legislation, procedures and regulations</p> <p>Understanding of compliance and legislation</p> <p>Research skills sourcing data and information</p> <p>Excellent organisational skills</p> <p>Effective and clear communication skills</p>	<p>Able to use a range of ICT and database packages.</p> <p>Able to produce and present reports in a logical, clear and concise format</p>	<p>Application Form</p> <p>Interview</p>

	<p>Accuracy and attention to detail</p> <p>Competent in the use of Microsoft Word and Excel</p>		
Personal Qualities	<p>Understand the importance of discretion and confidentiality</p> <p>Pro-active with the ability to use initiative</p> <p>A professional and welcoming manner</p> <p>Ability to work under pressure and meet deadlines</p> <p>Shares knowledge with others</p> <p>Enthusiastic, observant and operate with integrity</p> <p>Adaptable and flexible</p> <p>Operates with patience and tact</p> <p>Work well as part of a team</p>		Interview
Other	<p>Willingness to challenge oneself to continually improve performance.</p> <p>Committed to equality of opportunity</p> <p>Ability to recognise potential risks and issues</p> <p>Car driver</p>		<p>Application Form</p> <p>Interview</p>

Signature:
Line Manager

Date:

Signature:
Job Holder

Date:

