

Personal Specification Senior Governance Professional

Category
<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • GCSE English & Maths at Grade C or above • Level 3 or Level 4 Clerking qualification • Relevant Degree or equivalent experience
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Participation in formal meetings • Previous experience of organising meetings, drawing up agendas and producing accurate minutes • Experience of using Artificial Intelligence to produce accurate minutes, summaries and other documents (Desirable – training can be provided) • Experience of dealing with confidential matters • Experience of managing others in a small team • Experience working within an educational or other charity setting • Successful experience of effective clerking with a minimum of two years' experience
<p>SKILLS & KNOWLEDGE</p> <ul style="list-style-type: none"> • Effective interpersonal and communication skills, skilled at relationship management and ability to work collaboratively with others • Excellent organisational skills • Ability to understand and assimilate new information and translate into advice • Ability to organise own time, flexible in approach and able to work with conflicting demands • Thorough approach to work with exceptional attention to detail • Excellent presentation skills and ability to write with accuracy and excellent understanding and use of the English language • Committed to working in a way which promotes equal opportunity • Strong ICT skills including a thorough working knowledge of MS Office, email • Experience of using Artificial Intelligence (such as Co-Pilot) to bring efficiency to administrative tasks (Desirable – training can be provided). • An understanding of general office tasks e.g. filing, record keeping • Knowledge of good practice in writing agendas and minutes and organising meetings • Understanding of the requirements of working with confidential information • Knowledge of trust and academy governance at a strategic level • Knowledge of Trust Board and local governing body procedures • Knowledge of the law and regulations relating to governing bodies and education • Knowledge of the respective roles and responsibilities of the Trust Board, governing body, Headteacher, the LA, and Diocese • Knowledge of Trustee and governor appointment and election procedures • Awareness of Data Protection legislation to handle information securely in a confidential and impartial manner • Understanding of Safeguarding legislation and processes

QUALITIES & APTITUDE

- Ability and willingness to attend some evening meetings at times determined by the Trust Board (typically once per half term)
- Ability and willingness to regularly meet with the Chair of Trustees and CEO
- Ability to work remotely and within the Central Office as required