

Governance Officer Person Specification

Our Governance Officer will need to have a certain level of knowledge and experience prior to taking on the role. All qualities are essential to the post unless marked with a 'D' (desirable):

Qualifications, education and training:

- A good standard of education
- The [Level 3 Certificate in the Clerking of School and Academy Governing Boards](#) (D)
- A commitment to on-going professional development

Experience:

- Proven experience in an administrative role, providing high-quality support with professionalism and timely execution
- Experience within an education and/or service (such as legal, commercial or charity) environment (D)

Knowledge:

- Production of accurate documents, reports and correspondence to an excellent standard
- Scheduling and facilitation of meetings across multiple stakeholders
- Handling of confidential information with discretion and professionalism
- Proficiency of Microsoft Office 365 (Outlook, Word, Excel, PowerPoint, Teams)
- An understanding of the education sector including: multi-academy trust structures; the core functions and elements of effective multi-academy trust governance; governance legislation, policy and procedures in either education or the charity sector (D)

Skills:

- High level of literacy, numeracy and IT
- High level of written and verbal communication
- High level accuracy and attention to detail
- Planning and organisation
- Interpersonal/relationship building/stakeholder engagement
- Problem-solving
- Time management to meet deadlines and competing demands

Attributes:

- Personal integrity and commitment to the [principles of public life](#)
- Respect for confidentiality
- Resilient, determined and relentless in the pursuit of excellence
- Ability to challenge and show tenacity
- Agile thinker
- Calm under pressure
- Commitment to professional development and career progression