

PERSON SPECIFICATION GOVERNANCE OFFICER

KNOWLEDGE, EXPERIENCE & SKILLS

Requirement **Assessed at**
E – Essential **A – Application Stage**

D – Desirable **I – Interview Stage**

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	A knowledge of basic governance functions and operations	X		X	X	X
	Knowledge of educational governance and the education sector.		X			
	A basic knowledge of freedom of information.		X		X	X
Experience	Experience working with the central function of a large MAT		X	X		
	Experience minuting formal meetings and preparing formal paperwork	X		X	X	X
	Experience of developing and maintaining administration systems.	X		X		X
	Experience identifying and implementing process improvements.	X		X	X	X
	Experience working with community / parental groups and assisting in their development		X	X	X	
	Experience working with trustees and/or senior leaders.	X			X	X
	Experience of providing clear advice on governance, compliance and policy matters.		X		X	X
Skills	Attention to detail	X		X	X	X
	Excellent interpersonal skills with the ability to develop effective working relationships with a variety of colleagues.	X			X	X
	Excellent written and verbal communication skills.	X		X	X	X
	Good and proactive organisational, prioritisation and workload management skills.	X		X	X	X
	Excellent IT skills, in particular including a good understanding and experience of Microsoft Office Products (Word, PowerPoint, Excel, Outlook)	X		X		X
	Discretion and absolute respect for confidentiality	X		X	X	X
	Demonstrable commitment to collaborative team work	X		X	X	X