



## PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

### Personal attributes

- Possesses excellent time management skills and resilience to maintain a high standard of work under pressure
- Can build and maintain effective working relationships with key figures, both on the governing boards, within the Trust and in the wider school community
- Demonstrates a commitment to developing own performance, through taking part in review exercises and training and development opportunities
- Prepares thoroughly for meetings, ensuring own knowledge of key pieces of documentation
- Understands the principles of confidentiality and applies this to own work and that of the board

### Knowledge and understanding

- Understands the features of effective governance
- Appreciates the importance of understanding the board's own governance structure
- Understands the key themes of national and local education context
- Is aware of the board's duties under legislation and statutory guidance
- Understands the importance of the board adhering to and promoting the school's internal procedures
- Understands the principles of records management, and has a working knowledge of the Data Protection Act and Freedom of Information Act

### Administrative skills

- Ability to touch type or use short hand in order to effectively take minutes
- Has an eye for detail and excellent proofreading skills, producing clear and accurate papers for the board
- Uses technology effectively to streamline the boards' processes
- Can communicate information clearly, logically and impartially, using a range of presentation methods
- Has a systematic approach to managing documentation that meets legal requirements for records management

### Professional judgement

- Confidently judges which discussion points to record, indicating governors' challenge of the schools
- Is able to clearly explain difficult concepts, including information on the board's legal duties
- Understands the principles of conflicts of interest, and is able to advise the board on managing and avoiding these
- Is willing and able to challenge the board when concerned about non-compliance or any aspect of how the board is conducting its business
- Understands how and when to escalate concerns if necessary