



Agape Multi-Academy Trust

Governance Professional – Person Specification

Reporting to: Chair of Governors and Headteacher at Altwood C of E School and the Lead Governance Professional of the Agape Trust

Person Specification: Governance Professional			
	Essential	Desirable	How to be tested
Qualification criteria: <ul style="list-style-type: none"> • 5 good GCSEs including English and Maths at Grade C or above (or equivalent). • Excellent Microsoft Office skills. • Eligible to work in the UK. 	 √ √ √		 Application form & evidence
Experience: <ul style="list-style-type: none"> • Experience of working as a Clerk or Governance Professional with a Governing Body or equivalent • Working in an administrative environment either within or outside of education. • Experience of working in a pressurised environment. 	 √	 √ √	 Application form
Behaviours, Skills and Abilities: <ul style="list-style-type: none"> • Excellent interpersonal skills • Experience and capability of minuting discussions effectively, accurately and appropriately particularly with sensitive subject matter. • Excellent listening, communication skills and high levels of emotional intelligence. • High standard of verbal communication and confident to advise Governors when procedurally appropriate to do so. • Strong organisational and time-management skills and ability to work under pressure and be decisive. • Ability to use IT systems and Microsoft Office products. The post holder must have internet connection at home – a laptop and a printer will be provided. • Experience of administering and arranging meetings. • High level of personal responsibility and confidentiality. • Ability to work within and interpret policies, procedures and legislation. • Ability to communicate fluently in accurate spoken and written English. 	 √ √ √ √ √ √ √ √ √ √		 Interview
Other: <ul style="list-style-type: none"> • This post is subject to an enhanced Disclosure and Barring Service (DBS) check. • The post holder must be committed to safeguarding the welfare of children and is required to undertake annual safeguarding training. • Ability to attend late afternoon and evening meetings. 	 √ √ √		