

Governance – Shared Services

PERSON SPECIFICATION

JOB TITLE	Senior Governance Officer	GRADE	7
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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	GCSE English and Math's at Grade C/4 or above or equivalent or relevant experience. Excellent MS Office user, including word-processing, spreadsheets and email.	Recognised Governance accreditation / qualification. Knowledge of Governor Hub database.
Competence Summary	Good experience of office and administrative duties. Experience of minute taking and working with committees or meeting groups. Excellent communication skills and ability to provide advice to others. Ability to use relevant technology, equipment and IT packages. Ability to work constructively as part of a team and work on own initiative. Ability to understand and follow detailed procedures. Ability to plan, organise, prioritise and work to completing deadlines.	Experience of working in a learning environment. Knowledge of the role of school governing bodies. Previous experience as Clerk to a Governing Body. Experience of developing or delivering training materials. Experience of developing or amending operational procedures to enhance efficiency
Work Related Personal Requirements	Ability to maintain strict confidentiality of information received and processed as part of the job role. Committed to equality of opportunity.	
Other Work Requirements	A full driving license and /or the ability to attend meetings at various schools in the Cheshire and North Staffordshire area, often out of school hours or in early evenings.	

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.