



Qualifications and Training

- GCSE (or equivalent) in Maths and English
- Professional Governance qualification related to the role or commitment to undertake such study. (eg Level 3 Certificate in the Clerk of School and Academy Boards or the Chartered Institute of Governance's Certificate in Academy Governance)

Knowledge and Experience

- Extensive knowledge and experience of Trust Board and governing body procedures (Ideally within Education)
- Proven ability to provide seamless support to senior stakeholders.
- Experience in supporting case panels and produce clear, professional, and legally robust outcome letters
- Knowledge of the respective roles and responsibilities of a Trust Board and senior leadership groups
- Working knowledge of education legislation and key compliance areas, including equality, human rights, and data protection
- Skilled in agenda planning, minute-taking, and maintaining accurate, comprehensive governance records
- Excellent communication skills, including listening, influencing, and strong written and verbal ability
- Strong organisational skills, with the ability to manage multiple priorities, coordinate meetings, and meet tight deadlines under pressure
- Confident IT user, with effective research skills and ability to manage and retrieve information

Skills and Personal Qualities

- Proactive in personal and professional development
- Self-motivated and willing to take the initiative and support the wider Trust team
- Flexibility to manage a varied workload with competing priorities
- Articulate and enthusiastic
- Personable manner, and a methodical approach.
- Highest levels of professional and personal integrity
- Excellent time management skills, punctuality, and attendance
- Understanding of and commitment to the critical importance of child protection and safeguarding
- Successful completion of DBS and all other pre-employment checks
- Ability to travel between Trust sites as required