

# Person Specification: Governance Professional

	Essential	Desirable
<b>Skills and Competencies</b>		
Excellent planning and organisation skills	<input checked="" type="checkbox"/>	
Excellent literacy, numeracy and IT skills	<input checked="" type="checkbox"/>	
Excellent written and verbal communication, and the ability to communicate clearly with a range of stakeholders	<input checked="" type="checkbox"/>	
Effective minute taking	<input checked="" type="checkbox"/>	
Strong advisory skills and the ability to articulate risk in context	<input checked="" type="checkbox"/>	
Excellent time management skills; the ability to meet deadlines and demonstrate resilience when faced with competing demands	<input checked="" type="checkbox"/>	
Ability to quickly absorb complex issues relating to the school and wider educational context	<input checked="" type="checkbox"/>	
Understanding of the academy system: structures, accountability and funding arrangements	<input checked="" type="checkbox"/>	
Up to date knowledge of governance legislation, procedures and regulations	<input checked="" type="checkbox"/>	
Knowledge of the core functions of an academy governing board	<input checked="" type="checkbox"/>	
Knowledge of the key elements of effective governance and board practice	<input checked="" type="checkbox"/>	
<b>Qualifications</b>		
Good A Levels or equivalent	<input checked="" type="checkbox"/>	
Relevant governance qualification e.g. Level 3 Clerking of School and Academy Governing Boards		<input checked="" type="checkbox"/>
<b>Experience</b>		
Experience of working sympathetically and constructively with others	<input checked="" type="checkbox"/>	
Experience of clerking for school governors		<input checked="" type="checkbox"/>
<b>Personal Qualities</b>		
Personal integrity and commitment to the principles of public life	<input checked="" type="checkbox"/>	
Confidence to challenge where necessary	<input checked="" type="checkbox"/>	

Commitment to professional development to maintain knowledge and improve practice	<input checked="" type="checkbox"/>	
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