# Person Specification

# Governance Administrator

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| Section | Information | Essential/ Desirable | Evidence |
| Education and Training |
| Formal qualifications & relevant training | English and Maths GCSE (A-C/4-9) or equivalent | E | Application Form, ID |
| Qualification in governance clerking | D | Application Form, ID |
| Must be willing to attend appropriate training and staff meetings as required | E | Interview |
| Experience |
| Ability to undertake duties of the post | Administration experience | E | Application form, Interview |
| Experience of working as a Clerk | D | Application form, Interview |
| Experience of organising meetings | D | Application form, Interview |
| Skills & Knowledge |
| Skills & knowledge to include | Ability to work effectively and manage own workload with minimum supervision | E | Application form, Interview |
| Understanding of Multi-Academy Trusts | D | Application form, Interview |
| Understanding of education governance | D | Application form, Interview |
| Strong ICT skills to include MS Office applications including Word, Outlook and Teams | E | Application form, Interview |
| Personal Attributes |
|  | IntegrityMaintain confidentialityRemain impartialAble to work independently, as well as being a strong team playerFlexible approach to working hoursHave an openness to learning and change. | E | Interview |
| Additional requirements |
|  | Due to the nature of the role, home working is available for the majority of this role. Therefore, a safe and confidential work area is required, as is a good broadband connection. | E | Interview |
|  | Within the hours allocated to each meeting, there is an expectation for email and Governor Hub correspondence to be checked regularly.The majority of meetings will take place on-site, there is an expectation that the postholder will have access to a vehicle and attend these meetings in person. | E | Interview |