



Person Specification

JOB TITLE:	Governance Support Advisor
DATE:	September 2021
STATUS:	Final

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Broad understanding of how the statutory age education system operates	E	✓		✓	
2. Knowledge of educational legislation, guidance and legal requirements	E	✓		✓	
3. Level 3 Certificate in the Clerking of School and Academy Governing Boards (or equivalent) or commitment to obtain this upon appointment	E	✓		✓	
4. Awareness of governance arrangements in multi-academy trusts	D	✓	✓	✓	
5. Awareness of charity and company law as they apply to academy trusts	D	✓		✓	
Experience					
6. Producing accurate minutes of meetings	E	✓		✓	
7. Providing advice about regulations, procedure and policy	E	✓		✓	✓
8. Providing governance and clerking support to school governing bodies/a multi-academy trust board	D	✓		✓	
9. Investigating queries and researching best practice in a responsive manner	E	✓		✓	
10. Keeping accurate and confidential records	E	✓	✓	✓	
11. Design and delivery of briefings and training	D	✓		✓	

12. Drafting of policies, procedures and guidance	D	✓	✓	✓	
13. Using MS Office 365 suite of tools including Teams and SharePoint	D	✓	✓	✓	
Skills and competencies					
14. Clear and fluent communicator	E			✓	
15. Ability to build effective working relationships at all levels within an organisation and with external partners	E			✓	
16. Ability to draft written communications and present in person to a range of audiences	E		✓	✓	
17. Excellent literacy skills with accurate spelling, punctuation and grammar	E			✓	
18. Excellent planning and organisational skills	E			✓	
19. High level of ICT literacy to set up systems and processes to enable paperless governance	E	✓	✓	✓	
20. Ability to plan, prioritise and manage own workload independently to meet deadlines	E			✓	
21. Attention to detail and ensuring the accuracy of data input	E	✓	✓	✓	
22. Has a positive attitude to learning and continuous improvement	E	✓		✓	
Other					
23. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
24. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
25. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓	✓	✓	✓
26. Able to travel between head office and school sites across north east England	E	✓			
27. Ability to work early evenings to attend committee meetings and governance CPD events	E	✓		✓	