



Person Specification

Job Title: Governance Officer

Qualifications	Essential	Desirable
Level 4 qualifications in English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓	
Experience		
Significant experience of working within layers of organisational governance, data protection and managing complaints	✓	
Experience of working with third party/external agencies	✓	
Working within a fast paced environment with the necessary drive, energy and commitment to learn new things quickly	✓	
Experience of working in a school environment		✓
Skills		
Capable of producing written and analytical reports and managing a demanding workload	✓	
Ability to respect and maintain confidentiality	✓	
A self starter with proven ability to work on own initiative, meet objectives and tight deadlines under pressure	✓	
Able to demonstrate attention to detail whilst also having a flexible approach and an ability to work in a team	✓	
Good working knowledge of Microsoft Office (word, excel and database)	✓	
Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of Academy child safeguarding procedures	✓	
Other		
Satisfactory DBS check	✓	

Willingness and ability to travel around the UK on an occasional basis	✓	
A commitment to Equal Opportunities	✓	
Flexibility of approach and ability to work in a team	✓	
An understanding of the Trust's vision, values and strategy	✓	
Proven ability to develop and maintain good working relations, with both internal and external audiences	✓	