

**Company Secretary Governance Professional
Person Specification**

Key Criteria	Essential	Desirable	How Measured
Qualifications and training	GCSE English grade C (4) or equivalent	- Administrative/secretarial qualifications - Governance Professional qualification such as NGA level 3 or willing to work towards	On application form and at interview
Knowledge and understanding	- Ability to advise the Trust and its committees on matters of governance, process and procedures - Ability to work as part of a team or on own initiative - Ability to develop and maintain good relationships with colleagues. - Flexible approach to activities - Sound communication skills, both verbal and written - Self starter who has an organised approach.		

	▪ Understand that confidentiality is of the utmost importance ▪ A proven commitment to CPD		
Competence summary (skills and experience)	▪ Experience of being a Governance Professional in a Multi-Academy Trust ▪ Able to take concise notes in meetings ▪ Experience of working with Boards and/or committees showing excellent, accurate and concise writing skills ▪ Ability to understand and advise on statutory requirements and frameworks ▪ Able to operate office equipment such as photocopiers, scanners etc. ▪ ICT literate and able to operate software (e.g. Word & Excel, and other software systems used by the Trust) at intermediate level ▪ Must be methodical, precise and conscientious in meeting deadlines. ▪ Excellent people management skills. ▪ Ability to work flexible, irregular hours including evenings.	▪ Experience of working in a school environment	▪ By practical exercise at interview