

## PERSON SPECIFICATION - GOVERNANCE PROFESSIONAL & COMPANY SECRETARY

### Knowledge

- the school system: structures, accountability and funding
- governance legislation, procedures and regulations relevant to an academy
- the core functions of the Governing Body of an academy
- elements of effective governance and board practice as they apply to an academy
- ideally the person appointed would already hold a relevant clerking qualification e.g. the Certificate in the Clerking of School and Academy Governing Boards. If they do not, they would be expected to obtain one within 12 months of employment. This would be funded by the School.
- ideally, knowledge of the legal basis on which academies operate (e.g. Members, Trustees/Directors, Articles of Association, Funding Agreement)

### Skills

- pass in both Maths and English GCSE, CSE or O Level
- excellent literacy, numeracy and IT
- excellent written and verbal communication
- extensive experience of minute taking
- experience of planning and organisational
- people and relationship building
- risk aware/able to articulate risk in the context
- problem solving
- excellent time management in order to meet deadlines and competing demands

### Attributes

- personal integrity and commitment to the Nolan Principles of Public Life:
  - Selflessness** - holders of public office should act solely in terms of the public interest
  - Integrity** - holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships
  - Objectivity** - holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias
  - Accountability** - holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
  - Openness** - holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
  - Honesty** - holders of public office should be truthful
  - Leadership** - holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.
- respect for confidentiality
- confidence and resilience
- able to challenge when necessary
- commitment to professional development to maintain knowledge and improve practice