

The Bishop of Winchester Academy

Person Specification

Governance Professional

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in your written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Ethos			Application – A Interview - I
Support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy.	✓		I
Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.	✓		I
In sympathy with the ethos of the academy, including a commitment to co-operation and helpfulness and a concern for the wellbeing of others	✓		I
All academy post-holders are expected to contribute to the development of young people and the community.	✓		I
Experience			
Governance clerking including organising meetings, drafting agendas and accurate minute taking	✓		A & I
Experience in a similar role in an education setting	✓		A & I
An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.	✓		A&I
Dealing with stakeholders such as senior leaders, parents etc	✓		A & I
Skills, Knowledge and Abilities			
Excellent interpersonal skills with all stakeholders	✓		A & I
High standards of professionalism, personal integrity and resilience	✓		A & I
Ability to multitask whilst having exceptional attention to detail	✓		A & I
Sound judgement and decision making	✓		A & I
Ability to work independently, knowing when to use initiative and when to seek guidance	✓		A & I
Ability to interpret statutory guidance and legislation and provide clear advice and guidance to trustees to meet their responsibilities.	✓		A&I
Understanding of governance in education	✓		A & I
Excellent communications skills, both written and oral	✓		A & I
Excellent digital literacy skills, including proficiency in MS Office	✓		A & I
Discretion and confidentiality when dealing with sensitive matters	✓		
Understanding of the principles of data protection	✓		A & I
Committed to safeguarding of children and adherence to academy safeguarding policies	✓		A & I
Education, Training and Qualifications			
A good general level of education including GCSEs at grades A*-C (or equivalent) in Maths and English.	✓		A & I
Professional Member of the National Governance Association or similar governance -related professional body (or willingness to work towards this).	✓		A&I
Degree Educated		✓	A & I
Qualified with ICSA Certificate in Academy Governance or similar qualification.		✓	A&I
Personal and other			
Fully committed to all Academy Policies	✓		A & I
Willingness to attend relevant training and undertake CPD	✓		A & I
Flexibility and a readiness to undertake a wide range of tasks	✓		A & I
Ability to work outside of normal office hours on occasions	✓		A & I
Ability to work under pressure to meet deadlines	✓		A & I

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.