



BBCET Governance Partner BB06 – Person Specification

CATEGORIES		Essential/ Desirable	Assessed by:	
			App Form	Interview /Task
QUALIFICATIONS	A degree level qualification or equivalent experience	D	✓	
EXPERIENCE	Experience in administration and management of records	E	✓	
	Experience using the Microsoft Office suite, including Outlook, Word, Excel, PowerPoint and Teams	E	✓	✓
	Experience developing positive professional relationships with a variety of stakeholders	E	✓	✓
	Experience working with volunteers or the public and adapting communication style to suit these different stakeholders	D	✓	✓
	Experience and confidence in designing and delivering training	D	✓	✓
	Experience or training as a clerk or governor in a school environment or similar role	D	✓	✓
	Experience of working in an education setting	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE	Excellent communication skills, both verbal and written, and a high standard of written English	E	✓	✓
	Excellent organisational skills	E	✓	✓
	Ability to work effectively under pressure, managing conflicting priorities and meeting challenging deadlines	E	✓	✓
	Ability to maintain strict confidentiality in all matters, and to act with impartiality and discretion at all times	E	✓	✓
	Ability to respectfully challenge behaviours or decisions which do not support Trust values or correct procedures	E	✓	✓
	Willingness to keep up to date on relevant developments and legislation in relation to educational governance	E	✓	✓
	Ability to seek out own learning and ask for support where necessary	E	✓	✓
	Knowledge of the education sector and relevant governance statutory requirements	D	✓	✓
	Knowledge of the role of the academy trust	D	✓	✓
PERSONAL QUALITIES	A clear and professional communicator, able to build and sustain positive relationships with all stakeholders across the Trust	E	✓	✓
	High levels of integrity and probity and a commitment to the highest standards	E		✓
	Passionate in helping to realise the ethos of the schools and BBCET	E		✓
	Invested in the success of the Trust with commitment to being part of an effective team	E		✓



	Ability to drive to different locations within the Trust	E	✓	✓
	A flexible approach to working hours, including the ability to support meetings in the late afternoon and early evening, as required	E	✓	✓