

QUALIFICATIONS & EDUCATION	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>NVQ Level 3, A level or equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>Qualified to degree level or equivalent experience</li> </ul>
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Knowledge of the respective roles and responsibilities of the Governing Body, Headteacher, Diocese, DfE and ESFA</li> <li>Evidence of working in an environment where experiences have included taking initiative and self-motivation as well as teamwork</li> <li>Strong and current knowledge of DfE and academy governance legislation</li> <li>Knowledge of educational legislation, guidance and legal requirements</li> <li>Ability to translate complex information into easily understood language</li> <li>Experience of maintaining effective and accurate administrative systems</li> </ul>	<ul style="list-style-type: none"> <li>Engagement with, and understanding of wider educational partnerships</li> <li>A demonstrable understanding of Church school distinctiveness</li> </ul>
SKILLS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Ability to organise time and work to deadlines</li> <li>Strong ICT including keyboard skills</li> <li>Organising meetings</li> <li>Writing agendas and accurate concise minutes, capturing the main decision making of the meeting</li> <li>Outstanding interpersonal skills with the ability to develop and nurture excellent working relationships with a wide range of stakeholders</li> <li>Outstanding communication skills with the ability to communicate confidently, intelligently and effectively both verbally and in writing with a range of stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Equal Opportunities and Human Rights legislation</li> <li>Knowledge of Data Protection legislation</li> </ul>
PERSONAL ATTRIBUTES	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Personal impact and presence</li> <li>Ability to work on own initiative</li> <li>Proactive, solution focussed approach to problem solving</li> <li>Ability to deal with sensitive information with the utmost discretion and to maintain confidentiality at all times</li> <li>Self- motivation and personal drive to complete tasks to required quality standards and time scales</li> <li>Suitability to work with children/young people</li> <li>A personal commitment to promoting inclusion, diversity and access</li> <li>Commitment to the vision and values of Enhance Academy Trust.</li> </ul>	