

Learn Academies Trust – Personal Specification

Job Title: Governance Coordinator- Learn Academies Trust
Grade 6
Grade: Pay Point from 9 to 10
 From £19,173 to £19,554 FTE
Hours: 5 hours per week
 Term time 39 weeks per year

	Essential	Desirable	How assessed
Qualifications			
University degree or equivalent		✓	App/Doc
A-Level or equivalent	✓		App/Doc
Good GCSE pass (C or above) in Maths and English Language	✓		App/Doc
Experience			
Experience in professional services or educational setting		✓	App
Use of ICT applications relevant to the post, i.e. principally Microsoft Office programmes	✓		Int/ App
Administration work experience	✓		App
Knowledge			
Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act and GDPR	✓		Int
Understanding of the context in which schools are operating.	✓		Int
An understanding of the basic principles of organisational governance in educational contexts.	✓		Int/App
Skills/Attributes			
Word processing and ICT skills – able to use a range of database and software packages	✓		App

	Essential	Desirable	How assessed
Literate – excellent standard of grammar punctuation and spelling	✓		App/ Int
Excellent interpersonal skills – able to deal with a variety of people sensitively and when necessary, assertively	✓		App/ Int
Good communication skills- both oral and written	✓		Int
Self-motivated with an ability to take the initiative	✓		Int
A friendly and professional manner and appearance	✓		Int
Ability to work effectively as a member of a team and also work independently	✓		Int
Well organised, dependable and flexible	✓		Int
Willingness to undertake training	✓		Int
Commitment to Equal Opportunities	✓		Int
General Circumstances			
Attendance - evidence of regular attendance at work	✓		App/Ref/ Med
Ability to work well in a flexible, changing and developing organisation	✓		App/Int
Factors not already covered			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)