

Person Specification: Regional Governance Administrator

Qualifications and training (Application)	Essential	Desirable
GCSE English Grade C or above	✓	
Administrative qualification		✓

Experience/employment record (Application/ Interview/ References)	Essential	Desirable
Worked in an office environment	✓	
Dealing with the public and liaising with colleagues	✓	
Creating and working to set processes and procedures	✓	
Can demonstrate strategic thinking and planning	✓	
High level of working with computers particularly knowledge of Word, Excel and Outlook	✓	
Understanding of policies and school governance		✓
Understanding of GDPR		✓
Experience using software programmes		✓

Personal qualities (Application/ Interview/ References)	Essential	Desirable
Friendly	✓	
Positive	✓	
Flexible/Adaptable	✓	
Reliable	✓	

Willingness to learn	✓	
Can work on own initiative	✓	

Other (Application)	Essential	Desirable
Must be able to travel to many places for work including Lincoln, Gainsborough, Boston and Derby (must have business use on Car Insurance)	✓	