



WESTMINSTER SCHOOL

Legal, Risk and Governance Officer – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	A relevant degree (or equivalent relevant qualification to degree level)	Yes	
Knowledge/Experience	Experience gained in a similar or related role, supporting senior management	Yes	
	Knowledge of and proficiency in Data Protection and principles		Yes
	Experience of providing administrative support in a risk management and/or compliance setting		Yes
	Knowledge of current legislation and best practice relating to risk management		Yes
	Experience of working within the education or charity sector		Yes
	Experience using databases and systems	Yes	
	An awareness of safeguarding	Yes	
	An understanding and empathy for the ethos and objectives of the School	Yes	
	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of their work	Yes	
Skills and abilities	Positive and pro-active “can do” attitude, with the ability to work autonomously and also as part of a team	Yes	
	Excellent team building skills, fostering working relationships to make things happen	Yes	
	Excellent I.T. skills, in particular Word, Excel and PowerPoint to intermediate	Yes	

	level		
	Methodical and thorough approach to work	Yes	
	Highly organised and resilient, with the ability to multi- task and meet a range of deadlines within a fast-paced environment	Yes	
	High level of attention to detail	Yes	
	Excellent verbal and written communication skills, with a proven ability to communicate and work effectively with people at all levels of the organisation, including Governors and Senior Management	Yes	
	Socially and emotionally intelligent, with the ability to engage constructively and sensitively with people	Yes	