

## Person Specification

## Role: Trustee

### General duties

- To ensure that the trust complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the trust pursues its charitable objects as defined in its governing document
- To ensure the trust uses its resources exclusively in pursuance of its charitable objects
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the trust.
- To ensure the effective and efficient administration of the trust
- To ensure the financial stability of the trust (if applicable)
- If the trust employs staff, to monitor staff performance
- Have a commitment to promote and support equal opportunities for all members of the school community.
- Collectively as a trust appoint governors to the school/s governing body and provide development and support.

### Other duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

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## Skills

### ***Essential***

- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Demonstrate a good knowledge of the local area and community.
- Have the ability to act as a link between the school and the community it serves and the partner organisation.
- Act in a positive and supportive manner.
- Understand and respect the confidentiality of meetings.
- Prepared to work with other stakeholders to increase knowledge and understanding of schools improvement.

### ***Desirable***

Some understanding of educational issues.

### **Training**

Governor and Trustee training – provided by school or local authority  
Attend additional training as appropriate.

### **Commitment**

Provide ongoing support and development to trust appointed governors.  
Provide strategic input to support the charitable objectives.  
Able to attend at least 3 full Trustee meetings per year.  
Able to visit the school during working hours on occasion.

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