



THE CIRCLE TRUST'S SKILLS QUESTIONNAIRE

Name:

Role applied for:

Give your assessment of your knowledge, competence and experience against each statement, by entering a score of 1 to 5, where:

- 1 is no knowledge or experience;
- 2 is limited knowledge or experience but further training/support required;
- 3 is adequately competent but further support/training desirable;
- 4 is very competent with further training/support not required and
- 5 is expert, able to advise others.

Rather than asking you to give evidence and examples for each skill, we have provided a box at the end of the skills section for you to supply relevant evidence and examples to explain your scores. Experience could come from employment, voluntary work, governorship – please give as much detail as you can as this helps to give more background to the numerical ratings.

	Score 1-5
1. Understanding of education	
2. Assimilating information – the ability to understand written and verbal information received, and identify key points	
3. Analysis and drawing conclusions – the ability to assess and choose between options, and to draw appropriate conclusions	
4. Communication – the ability to express yourself clearly and unambiguously, and to listen to and understand others	
5. Confidence – to state your view, ask the naïve question and have courageous conversations about challenging issues	
6. Questioning - the ability to ask searching questions in a non-confrontational way	
7. Assertiveness – the ability to make a point, or stand your ground, without being abrasive or damaging relationships with others	
8. Influencing – the ability to get other people to consider your perspective, while taking their views and opinions into account	
9. Negotiation and agreement – the ability to navigate differences of opinion and identify common ground and points of agreement or consensus	
10. The ability to manage conflicts of interest and maintain confidentiality	
11. Experience of governance (in education or other sectors, charity, business etc)	



12.	Experience / skills in maintaining a strategic focus, setting the vision and strategic objectives.	
13.	Experience / skills in self-evaluation and/or impact assessment	
14.	Experience / skills in data analysis	
15.	Experience / skills in performance management, setting targets, monitoring and evaluation	
16.	Experience / skills in risk assessment	
17.	Experience / skills in financial monitoring, understanding of accounts	
18.	Experience / skills in chairing, team leadership	
19.	Experience / understanding of the perspectives of stakeholders, e.g. students, parents, partners	
20.	Experience / understanding of safeguarding, child safety	
21.	Experience / skills in premises and facilities management	
22.	Experience / skills in human resources / personnel	
23.	Experience / skills in legal matters	
24.	Experience / skills in public relations & marketing	
25.	Experience / skills in health and safety	
26.	Experience / skills in project management	
27.	Experience / skills in ICT and management information systems	
28.	Experience of handling complaints, grievances or appeals	
29.	Knowledge of secondary education, locally or nationally	
30.	Knowledge of nursery and/or primary education, locally or nationally	
31.	Knowledge of further and higher education, locally or nationally	
32.	Knowledge of special educational needs, including health and disability	
33.	Knowledge of other children's and young people's services (please specify)	
34.	Knowledge of the local and/or regional economy, employers, careers	
35.	Other relevant specialist knowledge – please describe:	



Evidence and Examples for high scoring skills in the responses above

Please indicate if you have any potential conflicts of interest:

I would appreciate the Trustees knowing:

