

Person Specification

Governance Professional (Clerk to Local Governing Body)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good academic record including Maths and English GCSE grade C (or equivalent) or better. 	<ul style="list-style-type: none"> • Grade A or B in both English and Maths GCSE or equivalent. • Good Higher Education or Further Education qualifications.
Knowledge and Experience	<ul style="list-style-type: none"> • General clerical/administrative work experience. • Excellent IT skills, experienced user of Microsoft Word. • Experience of working to strict deadlines. • Experience of working in accordance with specified work schedules. • Practical experience of dealing with people at all levels. 	<ul style="list-style-type: none"> • Experience of working as Clerk to the Governors. • Experience of working as Clerk, including minute taking to ensure a high level of grammatical and content accuracy and organisation of agendas and supporting papers. • Experience in writing and proof reading text to high levels of grammatical accuracy and demonstrating meticulous attention to detail. • Knowledge of the Maintained School Governance Guide and Academy Trust Governance Guide. • User of Google Docs and Google Drive etc.
Personal	<ul style="list-style-type: none"> • Friendly, helpful and approachable • Excellent verbal and written communication skills. • Be very organised, self-motivated and flexible. • Able to take the initiative. • Able to prioritise work effectively and work methodically. • Ability to work under pressure. • Confidentiality and sensitivity. • Dedicated to safeguarding and promoting the welfare of children. • Supportive of the Christian ethos of the school and the trust 	
Other	<ul style="list-style-type: none"> • Commitment and ability to undertake professional development. • Commitment to work in our school 	<ul style="list-style-type: none"> • A good understanding of how a school works. • A good understanding of school governance.