

Governance Professional (Clerk to the Governors & Company Secretary)

Person specification

Attribute	Essential	Desirable
Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • Experience of writing agendas and accurate, concise minutes • Good listening, oral and literacy skills • Ability to organise time & work to deadlines • Using the internet to access relevant information • Ability and willingness to work individually, using own initiative • Ability to work as a team member • Experience of organising meetings • Experience of record keeping 	<ul style="list-style-type: none"> • Knowledge of governing body procedures and/or experience which demonstrates the ability to gather and analyse information for research purposes • ICT including keyboard skills • Developing and maintaining contacts with outside agencies e.g. Governor Support • Knowledge of educational legislation, guidance & legal requirements • Knowledge of the respective roles and responsibilities of the governing board, Principal, the LA & the DfE • Awareness of data protection legislation to handle information securely in a confidential & impartial manner
Qualifications & training		<ul style="list-style-type: none"> • Maths and English GCSE grade C or equivalent
Experience	<ul style="list-style-type: none"> • Experience of taking initiative and self motivation • Evidence of working as a member of a team 	<ul style="list-style-type: none"> • Evidence of relevant personal and/or professional development
Personal qualities	<ul style="list-style-type: none"> • Demonstrate & maintain integrity, impartiality & confidentiality • Have a flexible approach to working hours • Ability to demonstrate commitment to equal opportunities • Have good interpersonal skills • Have an openness to change • Be sympathetic to the needs of others 	
Special requirements	<ul style="list-style-type: none"> • Ability to work at times convenient to the governing board, including evenings • Ability to travel to meetings • Available to be contacted at mutually convenient times 	