

SPECIFICATION	ESSENTIAL	DESIRABLE
QUALIFICATIONS/ TRAINING	A good standard of English and Maths.	
KNOWLEDGE & EXPERIENCE	Recent experience of clerking meetings; ☐ Experience of working with Microsoft packages including Word, Excel and Powerpoint	Knowledge of governing body procedures; ☐ Knowledge of current educational developments and legislation affecting school governance; ☐ Previous Governors Clerking experience gained within an educational setting.
SKILL & KEY CRITERIA	Good organisational skills; ☐ Ability to prioritise workload effectively to meet deadlines; ☐ Excellent time management skills; ☐ Excellent communication and interpersonal skills; ☐ Ability to communicate effectively with all relevant stakeholders; ☐ Well-developed IT skills; ☐ Excellent literacy and written skills, including the ability to prepare meeting agendas and the ability to produce accurate and concise minutes; ☐ Ability to use initiative and work autonomously; ☐ Ability to maintain confidentiality ☐ Proven tact and diplomacy skills ☐ Commitment to the protection and safeguarding of children and young people	
PERSONAL QUALITIES	A supportive and co-operative team member; ☐ Flexible approach; ☐ A positive attitude;	

	☑ Encourages ideas, initiative and innovation in others; ☑ Highly motivated and reliable; ☑ Ability to manage own time well to meet competing demands; ☑ Able to work at times convenient to the governing body, including evening meetings.	
REFERENCES	• Fully supportive references covering professional and personal qualities.	