

## Clerk to the Governing Board / Governance Adviser Person Specification

Requirements	Essential (E) or Desirable (D)	Identified by: Application (AF) Interview (I) Assessment (AS)
<b>Qualifications:</b>		
• Minimum five GCSE A*-C or equivalent (including English)	E	AF/I
• A Level /graduate level or equivalent	D	AF
<b>Experience:</b>		
• Successful minute/note taking at meetings or similar	E	AF/I
• Effective application of office procedures	D	AF/I
• Working with a variety of people, including dealing with conflict	D	AF/I
• Extensive use of IT applications; including word processing, databases, email and web-based applications	E	AF/I/AS
• Efficient time management and working to strict deadlines	E	AF/I
• Working effectively on own initiative and as a member of a small team	E	AF/I
• Duties and responsibilities of school governing boards	D	AF/I
<b>Skills and Abilities:</b>		
• Organise and prioritise own workload effectively	E	AF/I
• Understand, interpret and apply legal requirements and guidance	E	AF/AS
• Summarise and record information and decisions accurately	E	AF/I
• Good interpersonal and oral/written communication skills	E	AF/I/AS
• Handle differences of opinion and offer unbiased advice to resolve such differences	D	AF/I
<b>Other:</b>		
• Current driving licence and use of a vehicle to travel to meetings and training events	E	AF/I
• Internet connection and appropriate IT equipment	E	AF/I
• Willingness to work irregular and unsocial hours	E	AF/I
• Commitment to own and others Health and Safety	E	AF/I
• Undertake a DBS check if requested to do so	E	AF/I
• Commitment to Equality and Diversity	E	AF/I