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| **Qualifications and experience** |  |
| Experience of clerking committees, including preparation of agendas, taking minutes and advising members committees on relevant legislation and procedures | Desirable |
| Experience of Internet use and emailing | Essential |
| Experience of working in a school or educational environment | Desirable |
| Experience of training and development or willingness to undertake (such as the National Clerks Development Programme) | Desirable |
| **Skills, Knowledge and Abilities:** |  |
| Knowledge of school systems, structures and funding | Desirable |
| Knowledge of governance legislation, procedures and regulations relevant to a maintained school | Desirable |
| Knowledge of elements of effective governance and board practice as they apply to the organisation | Desirable |
| Good ICT and Word-processing skills | Essential |
| Ability to prepare agendas and take minutes of meetings | Essential |
| Ability to manage own time efficiently and prioritise workloads | Essential |
| Ability to work as part of a team and on own initiative | Essential |
| Ability to keep to deadlines | Essential |
| Ability to keep appropriate records | Essential |
| Excellent communication skills, both written and oral | Essential |
| Excellent listening skills | Essential |
| Knowledge and experience of Office 365 and Teams | Desirable |
| Ability to work in a confidential manner | Essential |
| Willingness to learn new skills and undertake training | Essential |
| Ability to develop and maintain contacts and positive working relationships with outside agencies eg WSCC | Essential |
| Knowledge of the respective roles and responsibilities of the governing body, the Headteacher, the LA, and the DfE. | Desirable |
| knowledge of Data Protection legislation | Desirable |
| **Personal Qualities** |  |
| Ability to build and maintain positive relationships with adults, being approachable and flexible |  |
| Clarity of thought and action, able to prioritise time and tasks |  |
| Demonstrate a high level of commitment to build and maintain successful relationships |  |
| Ability to maintain confidentiality and integrity at all times |  |
| Professionalism in all actions |  |
| Hard working and reliable |  |
| Self-motivated and enthusiastic |  |
| Patient and friendly |  |
| Ability to cope with changes to routines and priorities |  |
| Commitment to professional development to maintain knowledge and improve practice |  |
| Have a flexible approach to working hours |  |