

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

<p>Knowledge/Qualifications</p> <ul style="list-style-type: none"> • NVQ Level 2/3 or equivalent • GCSE or equivalent level in English • Knowledge of educational legislation, guidance and legal requirements relevant to the governing body • Knowledge of the roles, responsibilities and procedures of the governing body, the Headteacher, the Trust and Church Authorities and the DfES
<p>Skills/Abilities</p> <ul style="list-style-type: none"> • Good general communication skills • Excellent, accurate, and concise writing skills • Excellent working knowledge of Microsoft 365 • Good organisational skills – able to prioritise workload • Excellent record keeping, information retrieval and dissemination of governing body data/documentation • Tact, diplomacy, confidentiality and sensitivity • Ability to use appropriate IT equipment as required by the governing body • Experience of setting up virtual meetings via MS Teams • An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.
<p>Experience: Experience of committee working, clerking of committees or serving as a school governor</p>
<p>Personal Qualities:</p> <ul style="list-style-type: none"> • A flexible approach to work • A sense of responsibility and integrity • Positive attitude to personal development and training • Openness to learning and change • Tact and diplomacy • Confidentiality • Ability to remain impartial
<p>Special Factors:</p> <ul style="list-style-type: none"> • Able to travel to meetings • Available to be contacted at mutually agreed times