

**Person Specification**

**Clerk to Governors**

It is envisaged that the successful candidate will possess a range of skills and qualities commensurate with the effective execution of the responsibilities outlined in the job description. He/she will display the highest standards of professionalism.

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| **Qualifications** | Essential | Desirable |
| Minimum 5 GCSE passes or equivalent including good passes in Maths & English | E |  |
| Previously undertaken Clerking training  |  | D |
| **Experience, Knowledge and Understanding** |  |  |
| Working in an environment where experiences include taking initiative and self-motivation, and accepting leadership from others | E |  |
| Experience of working in a school or academy |  | D |
| Experience of writing agendas and accurate and concise minutes |  | D |
| **Skills and Qualities** |  |  |
| Competence in the use of computer systems including Microsoft Office  | E |  |
| Able to work under pressure, organise time and work to deadlines | E |  |
| Excellent communication skills, both verbal and written | E |  |
| Reliable, honest, trustworthy | E |  |
| Ability to maintain appropriate confidentiality at all times. | E |  |
| A good attendance record | E |  |
| Friendly and approachable whilst maintaining a professional manner at all times | E |  |
| **Special Requirements** | E |  |
| Must be willing to attend appropriate training and development | E |  |
| Must have a flexible approach to working hours  | E |  |
| Must be able to work at times when meetings are held (list of dates and times attached)  | E |  |
| Must be available to be contacted at mutually agreed times | E |  |

**Knutsford Multi Academy Trust – Meeting Dates**

**Monday 19 November Academy LGB – 4pm-6pm**

**Monday 26 November Finance, 2pm-3.30pm, Studio LGB, 4pm-6pm**

**Monday 10 December Trust Board meeting, 4pm-6pm**

**Monday 4 February Finance 2pm-3.3pm, Studio LGB, 4pm-6pm**

**Monday 11 February Academy LGB 4pm-6pm**

**Monday 18 March Trust Board Meeting, 4pm-6pm**

**Monday 13 May Finance 2pm-3pm, Studio LGB 4pm-6pm**

**Monday 20 May Academy LGB 4pm-6pm**

**Monday 17 June Finance 2pm-3pm**

**Monday 1 July Trust Board meeting 4pm-6pm**