# Fronttree

**PERSON SPECIFICATION**

**Role: CLERK TO THE GOVERNORS**

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|  | **ESSENTIAL**  These are qualities which are required to do this job. No applicant would be considered if they did not have these. | **DESIRABLE**  These are additional qualities, which may be useful when the panel is selecting the final shortlist. | **METHOD OF ASSESSMENT** |
| Qualifications | Educated to graduate level or equivalent. | A degree in one of the following subjects would be desirable: law, accountancy, business or management studies.  A professional qualification, or good experience, as a company secretary or in a corporate secretariat function. | Certificate(s)  Application Form |
| Experience | A proven track record of actively supporting boards with non-executive members and committees. | Experience of working in a school, particularly at a senior level or Bursary role. | Application Form  References  Interview |
| Skills | The ability to assess changes in governance legislation and regulation, communicating these clearly and recommending appropriate action to ensure compliance.  Excellent written communication skills, which include, good grammar and accurate minute taking.  Excellent interpersonal skills with the ability to manage complex relationships.  Proficient in committee/board level meeting organisation and support. | Good IT skills – word, excel and power point. | Application Form  References  Interview |
| Knowledge | To understand the strategic direction of the School whilst maintaining attention to detail.  An understanding of Independent Schools, charity law and public benefit and a genuine interest in education. |  | Application Form  References  Interview |
| Personal competencies and qualities | The ability to be self-reliant and plan, organise and prioritise projects to ensure deadlines are met. |  | Application Form  References  Interview |

***Please Note: Bute House is committed to safeguarding and promoting the welfare of children. The successful applicant for this job will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure and Barring Service Check before they start work at the school as well as taking up references before interview.***