**Person Specification: Clerk to Local Governors**

**Qualifications**

* Maths and English GCSE or equivalent at grade C or above (essential)

**Knowledge and Experience**

* Experience of accurate minute taking (essential)
* Fully computer literate, with regular access to email and standard office software (essential)
* Ability to work with complex or bespoke database systems for record keeping (essential)
* Experience of working with a range of stakeholders (essential)
* Experience of governance in a school and/or corporate environment (desirable)

**Specific Skills**

* Excellent interpersonal skills and ability to foster strong relationships
* Highly developed listening and communication skills (both written and oral), including proactive approach to communicating with key stakeholders
* Ability to write accurately, clearly and concisely with an excellent command of English
* Ability to manage records, maintaining and disseminating information as appropriate
* Ability to interpret and explain guidance and policy

**Personal Characteristics**

* Excellent time-management skills and adherence to deadlines
* Adaptable, organised and detail-orientated
* Ability to be assertive as appropriate
* Ability to maintain discretion and confidentiality at all times
* Self-motivated and able to work with minimal remote supervision
* Confident and able to work independently
* Flexible and adaptable in approach to work
* Personal vision is aligned with CORE Education Trust’s high aspirations and expectations
* Commitment to the safeguarding and welfare of pupils
* Willingness to undertake training as required by CORE Education Trust

**Other**

* This post supports the LGBs of all six CORE Education Trust schools.
* The hours for this role are not fixed due to the nature of the post. School governing bodies and governor review panels meet at various times throughout the day. Therefore, the postholder must be flexible in their approach and be able to:
	+ Attend all evening meetings in the yearly schedule.
	+ Attend ad hoc panel meetings (complaints and exclusions)
	+ Support with delivery of in-house twilight training sessions to governors
	+ Work at home on their own initiative to meet deadlines
	+ This post is subject to an enhanced Disclosure and Barring Service (DBS) check

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Please submit your application form, and any supporting documents to: recruitment@core-education.co.uk. Please note we do not accept CV’s. Only those applicants submitting a CORE Education Trust Application Form will be considered. Please note that Birmingham City Council application forms will not be accepted.

CORE Education Trust is an equal opportunities employer. CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants. The ability to be flexible and versatile will be fundamental within this role.