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**Person Specification – Clerk To Governors**

**Essential**

* Excellent communication, literacy and presentation skills including the ability to communicate in a clear, accurate and succinct manner. Ensures appropriate methods of communication to achieve the required result
* A good team worker with a flexible and positive approach to getting things done and the ability to use own initiative
* Ability to act with diplomacy and tact, showing a respect for confidentiality
* Willingness and ability to work flexibly across different school sites. Flexible working with a mix of office and home-based working and attendance at numerous face-to-face/virtual evening meetings
* Proven administrative and organisational abilities, including the ability to organise own time and work to deadlines and experience of taking accurate minutes
* Fully conversant with Microsoft Office software, including Word. Willingness and ability to access computer and email facilities from home as/when required. Ability to use IT securely and safely and supports/encourages governors to access IT technology, linked to Governor training and the work of the Trust, in a safe and secure manner
* Ability to build and maintain successful relationships, treating everyone consistently with respect and consideration
* The motivation to undertake training and further development, as required.

**Desirable**

* Knowledge of relevant educational legislation and guidance relevant to an academy trust
* Experience of clerking (in a school or another context)
* Experience of using Governor Hub.