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| **Job Title** | Governance Professional | |
|  | Essential | Desirable |
| **Qualifications & Training** |  |  |
| Grade C and above in English and Maths at GCSE level or equivalent. | √ |  |
| Have undertaken or a commitment to undertake the national level 3 clerking qualification | √ |  |
| **Experience** |  |  |
| Experience of clerking a school or trust board | √ |  |
| Substantial experience providing secretarial and administrative support at Board/Senior Management/ or Governing Body level |  | √ |
| **Specialist Knowledge** |  |  |
| Knowledge of governance procedures and legislation to provide advice and guidance to the Board | √ |  |
| Knowledge of the respective roles & responsibilities within a Trust |  | √ |
| **Skills** |  |  |
| Demonstrates ability to work to deadlines and organise time effectively. | √ |  |
| Able to compile well-written and grammatically correct documents letters and minutes | √ |  |
| In-depth IT skills, including the use of word-processing, spreadsheet and email applications | √ |  |
| Able to plan and organise workload to meet organisational priorities and deadlines and to facilitate the progression of important events and issues | √ |  |
| Able to maintain confidentiality at all times. | √ |  |
| Able to deal effectively with a wide range of people in a courteous, helpful, confident but assertive manner and able to exercise high levels of tact and diplomacy | √ |  |
| **Personal Attributes** |  |  |
| To be aligned to the values of the Trust | √ |  |
| To be a person of integrity | √ |  |
| The ability to maintain confidentiality | √ |  |
| A commitment to their own professional development | √ |  |
| To have an openness to learning and change, taking personal responsibility to keep up to-date with legislation | √ |  |
| To have good interpersonal skills, being a confident communicator | √ |  |
| **Additional Requirements** |  |  |
| Be flexible and available for evening meetings. | √ |  |
| Able to travel freely between locations. | √ |  |
| Be available to be contacted at mutually  convenient times. | √ |  |