



WADDESDON

CHURCH OF ENGLAND SCHOOL

GOVERNANCE PROFESSIONAL PERSON SPECIFICATION

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference, etc)
Qualifications /Training / Competences - Level 3 qualification or equivalent - Level 4 qualification or equivalent - Relevant clerking qualification such as <i>Level 3 Certificate in Clerking of School and Academy Boards</i> - Have already attended, or make a commitment to, attend the National Training Programme for Clerks or its equivalent	E D D D	
Experience - Evidence of relevant personal and professional development - Evidence of working in an environment where experiences included taking initiative and self-motivation - Experience of working in a school or educational environment - Evidence of working as a member of a team - Experience of clerking committees	E E E E D	
Knowledge/skills/abilities - Knowledge of educational legislation, guidance and legal requirements - Knowledge of the respective roles and responsibilities of the governing board, the Headteacher - Knowledge of governing board procedures - Knowledge of Equal Opportunities and Human Rights legislation - Knowledge of Data Protection legislation - Excellent communication skills, both written and oral - Record keeping, information retrieval and dissemination of governing board data/documentation, to the governing board and relevant partners - Ability to organise meetings, prepare agendas and take accurate concise minutes	E E D D D E E E	

• Ability to manage own time efficiently, prioritise workloads and meet deadlines • Ability to work in a confidential manner • ICT literacy • Using the internet to access relevant information and e-mailing	E E E E	
Special circumstances This post requires flexible hours	E	
Other		