

Qualifications & Training	Essential	Desirable
Degree level qualification		X
Grade C/Level 4 or above in English and Maths	X	
Be able to demonstrate a willingness to attend appropriate training	X	
Have already attended or make a commitment to attend the National Training Programme for Governor Professional or equivalent training offered by the LA or other organisations	X	
<b>Experience</b>		
Relevant personal and professional development	X	
Working in an environment where experiences included taking initiative and self-motivation	X	
Substantial experience providing secretarial and administrative support at Board/Senior Management/or Governing Body level		
Working as a member of a team	X	
<b>Skills, knowledge and aptitudes</b>		
Excellent listening, oral, grammar and literacy skills	X	
Writing agendas and accurate concise minutes	X	
ICT including keyboarding skills and the use of word processing, spreadsheet and email applications	X	
Organising time and working to deadlines	X	
Organising meetings and co-ordinating people	X	
Record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners	X	
Speaking skills, especially in front of groups and able to articulate well	X	
Developing and maintaining contacts with outside agencies e.g. departments of the LA, Church authorities and DfE		X
Knowledge of governing body procedures		X
Knowledge of educational legislation, guidance and legal requirements		X
Knowledge of respective roles and responsibilities of the Governing Body, Headteacher, Church Authorities and the DfE		X
Knowledge of equal opportunities and human rights legislation		X
Knowledge of Data Protection legislation		X
<b>Personal attributes</b>		
Be a person of integrity	X	
Be able to maintain confidentiality	X	
Be able to remain impartial	X	
Have a flexible approach to working hours	X	
Be sympathetic to the needs of others	X	
Have an openness to learning and change	X	
Have a positive attitude to personal development and training	X	
Be able to confidently address groups of people and individuals	X	
Have excellent interpersonal skills	X	
Be aligned to the values of the Federation	X	
<b>Special requirements</b>		
Be able to work at a time convenient to the governing body inc. evening meetings	X	
Be able to travel to meetings	X	
Be available to be contacted at mutually agreed times	X	
Have regular access to a PC, printer and internet facilities	X	