**Person Specification- Clerk to Trust Board and Committees – Boys’ and Girls’ School**

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| **Criterion** | **Essential** | **Desirable** |
| **Professional Qualifications** |  | * Level 3 Certificate in Clerking in a School and Trust Boards. The expectation is for this to be achieved within one year of being appointed if not already qualified.
* Legal background
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| **Skills and Attributes** | * Ensure meetings are well structured and all administrative duties are met
* Knowing where to access appropriate legal advice, support and guidance, and where necessary
* Authoritative
* Enthusiastic with ability to inspire trust and confidence
* Organised, and able to work calmly and effectively
* Willingness to seek advice and support when necessary
* Approachable
* Flexible, energetic, determined
* Anticipate issues before they and draw these matters to the chair’s attention, proposing recommendations
* Good level of knowledge of Word and Excel
* Have a Legal background.
* Have experience of working in a Multi-Academy Trust
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|  **Working with others**  | * Ability to work collaboratively and effectively with others
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