**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 |
| **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 |  |
| **Working with others** | * Ability to work collaboratively and effectively with others |  |