**Northern Education Trust**

Post: Academy Council Clerk

**PERSON SPECIFICATION**

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|   |   | **Assessed by:**  |
| **No**  | **Categories**  | **Essential / Desirable**  | **App Form**  | **Interview / Task**  |
| **QUALIFICATIONS**  |  |  |
| 1. | A relevant L4 professional qualification or equivalent experience | E | ✓ | ✓ |
| 2. | 5 GCSEs or equivalent, including English and maths | E | ✓ | ✓ |
| 3. | Evidence of continuous professional development and training | D | ✓ | ✓ |
| **EXPERIENCE**  |  |  |
| 4.  | Experience of organising meetings, drafting agendas and high-quality minute taking | E | ✓ | ✓ |
| 5.  | Experience of writing outcome letters following governor panels | D | ✓ | ✓ |
| 6. | Experience of working in an educational establishment | D | ✓ | ✓ |
| 7. | Experience of working with staff at senior levels | D | ✓ | ✓ |
| 8. | Experience of working to and meeting tight deadlines | E | ✓ | ✓ |
| **ABILITIES, SKILLS AND KNOWLEDGE**  |  |  |
| 9.  | High levels of interpersonal skills  | E | ✓ | ✓ |
| 10.  | Excellent communication skills, both oral and written | E | ✓ | ✓ |
| 11.  | ICT literate with the ability to present work to a high standard using Word | E | ✓ | ✓ |
| 12.  | Ability to build effective working relationships with governors, senior leaders and colleagues at all levels | E | ✓ | ✓ |
| 13. | Knowledge of governance issues and the role of governors in school improvement | D | ✓ | ✓ |
| 14. | Ability to provide and seek relevant advice | E | ✓ | ✓ |
| 15.  | Ability to work successfully as part of a team and prioritise own work with minimum supervision | E | ✓ | ✓ |
| 16. | Ability to work flexibly | E | ✓ | ✓ |
|  17. | Ability to command confidence and credibility and maintain strict confidentiality in all matters  | E | ✓ | ✓ |
| 18. | An understanding of, and a commitment to data protection legislation  | E | ✓ | ✓ |
| **PERSONAL QUALITIES**  |  |  |
| 19.  | A strong commitment to the Trust values and ethos  | E | ✓ | ✓ |
| 20.  | Commitment to support the Trust’s agenda for safeguarding and equality and diversity  | E | ✓ | ✓ |
| 21. | A flexible approach and a strong work ethic  | E | ✓ | ✓ |
| 22. | High integrity with an ethically sound approach to building internal and external relationships  | E | ✓ | ✓ |
| 23. | Ability to attend evening meetings as required | E | ✓ | ✓ |
| 24. | Ability to travel and work across all sites within the trust, as may be required from time to time | E | ✓ | ✓ |

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.