



Clerk to Governors

Bristol Cathedral Choir School & Cathedral Primary School

Person Specification

Criteria	Essential	Desirable
Knowledge and Qualifications	Good standard of written and spoken English	Knowledge of school governance within an academy or independent school
Experience	Experience of using IT softwares or systems e.g. Google Drive, Google or Microsoft sheets / documents, email systems	Current successful school governance experience Other experience of working within an educational setting
Task / Role Management Skills	<p>Outstanding organisational skills</p> <p>Outstanding accuracy and attention to detail in all aspects of work</p> <p>Understanding of the importance of safeguarding checks for school governors, and following school processes</p> <p>Ability to self manage own workload to hit deadlines, while managing interruptions</p> <p>Excellent organisational and administrative skills</p> <p>Ability to manage conflicting priorities in a calm and</p>	

	<p>professional manner</p> <p>Capability to master specific school IT systems and databases, with training</p> <p>Respect for the professional expertise of others</p> <p>Willingness to use constructive feedback to improve your performance</p> <p>Ability to demonstrate confidentiality and GDPR good practice</p>	
Personal attributes	<p>Ability to use your initiative and solve problems</p> <p>A positive and enthusiastic influence on others</p> <p>A personal commitment to quality and excellence</p> <p>A calm and professional demeanour</p> <p>Good sense of humour</p>	
Communication Skills	<p>Confidence to challenge or provide constructive feedback, in a supportive and professional manner</p> <p>Confidence to bring together a group of individuals, to coordinate communication and share knowledge</p> <p>Confidence to ask others for help or guidance</p> <p>Ability to communicate to a high standard via writing, telephone and in person,</p>	<p>Experience of communicating with outside stakeholders</p>



	<p>with care, respect and professionalism</p> <p>Ability to adapt your communication approach according to the recipient</p>	
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