



Creating Tomorrow Multi Academy Trust

•Respect

•Inclusion

•Achievement

Chief Executive Officer Kevin Latham

Chief Operating Officer Esther Bushell

Chief Finance Officer Anthea Murphy

Clerk to Local Governing Body Person Specification

	Essential	Desirable
Qualifications	The successful candidate will demonstrate a willingness to attend relevant training.	Ideally, the candidate will have attended the National Programme for Clerks.
Experience	The successful candidate will have experience in the following areas: Record keeping Information retrieval Dissemination of governing body data and documentation	In addition, the successful candidate may have experience in the following: Writing agendas, along with accurate and concise minutes Organising meetings Using the internet to access relevant information Developing and maintaining contacts with outside agencies Working in an environment where they had experience of taking initiative Working as part of a team
Skills and Knowledge	The successful candidate will have the ability to demonstrate the following: <ul style="list-style-type: none"> ▪ Good listening, oral and literacy skills ▪ The ability to organise time ▪ Working to deadlines 	In addition, the successful candidate may have knowledge of the following: <ul style="list-style-type: none"> ▪ Governing body procedures ▪ Educational legislation ▪ The respective roles and responsibilities of the governing body ▪ Equal opportunities and human rights legislation ▪ Data protection legislation
Special Requirements	The successful candidate will meet the following requirements:	

	<ul style="list-style-type: none"> ▪ The ability to work at times convenient to the governing body, including evenings ▪ The ability to travel to meetings ▪ Being available to be contacted at mutually agreed times 	
Personal attributes	<p>The successful candidate will demonstrate the following attributes:</p> <ul style="list-style-type: none"> ▪ Personal integrity ▪ The ability to maintain confidentiality ▪ The ability to remain impartial ▪ A flexible approach to working hours ▪ An openness to learning ▪ Good interpersonal skills ▪ A positive attitude to personal development and training. 	

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the academy. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.