

Category	Essential	Desirable	Where identified
Application	<ul style="list-style-type: none"> Fully supported in reference Well-structured supporting letter Educated to at least A level or equivalent Experience of organising meetings and accurate minute taking 	<ul style="list-style-type: none"> Experience of working in an Academy or similar establishment Accredited qualification 	<ul style="list-style-type: none"> Application form Reference
Qualifications	<ul style="list-style-type: none"> Educated to at least A level or equivalent Experience of organising meetings and accurate minute taking 	<ul style="list-style-type: none"> Experience of working in an Academy or similar establishment Accredited qualification Commitment to continue further study or professional development 	<ul style="list-style-type: none"> Application form
Knowledge & skills	<ul style="list-style-type: none"> Ability to work constructively as part of a team, understanding school roles and responsibilities Excellent and meticulous organisational skills Verbal and written communication skills appropriate to the need to communicate effectively with governors, senior management, colleagues and external agencies Good standard of numeracy and literacy skills Ability to proficiently use a computer and Microsoft software including Outlook, Word, Excel and Powerpoint Excellent interpersonal skills Ability to manage and deal with confidential issues Ability to provide and seek relevant advice Working knowledge of relevant policies, procedures, codes of practice and awareness of relevant legislation e.g. relevant company and charity law, school governance, equality act, freedom of information 	<ul style="list-style-type: none"> Knowledge and understanding of safer recruitment requirements in schools 	<ul style="list-style-type: none"> Application form References Interview
Personal qualities	<ul style="list-style-type: none"> Ability to build and form good relationships with governors, senior management and colleagues Initiative and ability to prioritise work Able to follow direction and work in collaboration with school and Governing Body Able to work flexibly to meet deadlines and respond to unplanned situations Discretion and confidentiality when dealing with sensitive matters Evidence of excellent attendance and punctuality record and ability to attend evening meetings as required Commitment to the highest standards of child protection Commitment to the school's ethos, aims and its whole community Recognition of the importance of personal responsibility for health and safety 		<ul style="list-style-type: none"> Application form References Interview