



**CLERK TO THE TRUST BOARD**  
**(GOVERNANCE PROFESSIONAL)**  
**PERSONNEL SPECIFICATION**

	Essential	Desirable
<b><u>Education &amp; Qualifications:</u></b>		
GCSE English and Maths (Grade C or above/4 or above/or equivalent)	✓	
A Level, Further and/or Higher Education qualification(s)		✓
Relevant Professional qualification(s)		✓
<b><u>Experience &amp; Knowledge:</u></b>		
Experience of the Company Secretary role		✓
Experience of clerking meetings, including the preparation of agendas and the taking and publishing of minutes	✓	
Experience of sharing advice on relevant legislation and procedures	✓	
Knowledge of governance procedures and legislation	✓	
<b><u>Skills:</u></b>		
Excellent communication and presentation skills, both written and verbal	✓	
Problem solving skills	✓	
High level of accuracy and attention to detail	✓	
Ability to manage own workload effectively and respond swiftly to tight deadlines	✓	
Excellent interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Trustworthy, honest and discrete, able to maintain confidentiality	✓	
Willingness to work flexibly, travelling to locations to meet the needs of the Board and the school	✓	
Good level of IT skills	✓	

<b><u>Attributes:</u></b>		
Committed to Brookvale Groby Learning Campus's values and aims	✓	
Aware of and committed towards equal opportunities	✓	
Committed to own continual professional development	✓	
<b><u>Other:</u></b>		
Fluent in the use of the English language	✓	
Willingness to dress as a professional, in line with the requirements of the school	✓	
<b><u>Factors not already covered:</u></b>		
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓	

In addition to candidates' ability to perform the duties of the post, all Brookvale Groby Learning Campus employees are expected to promote and safeguard the welfare of students at the school, therefore the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Please be aware that any relevant safeguarding issues that arise on receipt of references may be discussed at interview.

September 2021