

## PERSON SPECIFICATION

Governance Professional of the JCS Governing Body

### Qualifications

- GCSE grade C or above (or equivalent) in English (essential)
- Already gained or willing to make a commitment to attend the National Training Programmes for Governance Professionals.

### Previous Work Experience

- Experience of clerking in a school setting (Desirable)

### Professional Knowledge Skills & Experience

- ICT literate (Essential)
- Organising meetings and co-ordinating people (Essential)
- Dissemination of governing body data/documentation, to the governing body and relevant partners (Desirable)
- Knowledge of educational legislation, guidance and legal requirements (Desirable)
- Knowledge of the respective roles and responsibilities of the governing body, Headteacher, authorities and the DfE (Desirable)
- Knowledge of governing body procedures (Desirable)
- Record keeping, information retrieval (Essential)

### People Management Skills

- Be able to maintain confidentiality (Essential)
- Be able to confidently address groups of people and individuals (Essential)
- Have a flexible approach to working hours (Essential)
- Be able to remain impartial (Essential)
- Have excellent interpersonal skills (Essential)

### Other Personal Qualities

- Able to work accurately under pressure (Essential)
- Has attention to detail (Essential)
- Able to prioritise (Essential)
- The ability to create, learn or adopt new systems of working (Essential)
- Excellent presentation skills (Essential)