



The Three Saints Academy Trust Governance Professional Person Specification

	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> • Educated to degree level or equivalent • Evidence of relevant continued professional development • Professional clerking qualification or willingness to undertake one if required 		✓ ✓ ✓
Experience/Knowledge		
<ul style="list-style-type: none"> • Previous experience as a clerk with the education sector or equivalent role • Knowledge and experience of board/committee procedures and the ability to assemble and present accurate and timely agendas, reports, and minutes • Experience in the implementation of policies, procedures, and practices • Up to date knowledge of Multi Academy Trusts 		✓ ✓ ✓ ✓
Personal Attributes and Skills		
<ul style="list-style-type: none"> • A proactive and positive attitude • Ability to be discrete and maintain confidentiality • A strong work ethic with a determination to succeed • Ability to work independently, on own initiative without supervision • Ability to prioritise and multi-task whilst managing stakeholder expectations • Ability to travel across Trust sites • Flexible approach to working hours to meet needs of the Trust • Excellent interpersonal skills and ability to effectively communicate with people at all levels • Ability to handle a diverse workload whilst working to a consistently high standard and tight deadlines • Good IT skills to produce accurate and well-presented documents and minutes • Excellent command of English language both spoken and written with excellent spelling and grammar • Understanding of need for confidentiality 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	