

Education, Training and Qualifications		
	Essential	Desirable
English and Maths qualifications at GCSE grade C or above, or equivalent	X	
Strong IT skills and competent knowledge of Microsoft including PowerPoint and Excel.	X	
Evidence of and commitment to continuing professional development	X	
A qualification relevant to a school setting		X
Experience, Knowledge and Skills		
Experience of preparing agendas, papers and minutes for Governors meetings		X
Experience as a Clerk to Governors or a willingness to undertake Clerk training	X	
Experience of effectively managing emails and diaries	X	
The ability to compile documents and draft reports on behalf of the Governing body	X	
Proficient use of technology, (PC, internet, MS Office suites)	X	
Personal Attributes		
Keep up to date on relevant policies and procedures in line with the duties identified in the job description	X	
High level computer skills	X	
Ability to work to professional standards, to develop effective working relationships, think independently and make judgements and influence others through persuasion/discussion	X	
Excellent interpersonal skills and the ability to act sensitively in situations	X	
Resilience and the ability to work under pressure, good team player	X	
Ability to be self-motivated, flexible and well organised to manage, at times, unpredictable and variable workloads	X	
High quality organisational and excellent interpersonal and communication skills	X	
Integrity, sound professional judgement and an ability to maintain confidentiality	X	
A passionate commitment to the Energy Coast UTC and the value it will bring to students and the community	X	
Willingness to place a part in relevant training and knowledge	X	
Enhanced DBS Clearance	X	