



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: Governor Support Officer

GRADE: Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> NVQ Level 3 or equivalent in a relevant area GCSE Grade C or above in English Language Successful completion or willingness to work towards the National Training Programme for Clerks or its equivalent 	<ul style="list-style-type: none"> Relevant higher qualification 	<ul style="list-style-type: none"> Application form Certificates
Work Experience	<ul style="list-style-type: none"> Significant level of administrative experience demonstrating skills in a wide variety of administrative processes Experience of preparation for meetings and minute taking OR experience of working in an education setting 	<ul style="list-style-type: none"> Administrative experience in Local Government or a similar organisation Experience of clerking, committees, governing bodies or similar organisations/meetings Experience in contributing to the development and/or delivery of training programmes Experience of working to a Service Level Agreement (SLA) 	<ul style="list-style-type: none"> Application form Interview Presentation References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Excellent written and verbal communication skills Excellent organisational skills Excellent interpersonal skills Able to use I.T. e.g. Microsoft Office, word, excel, outlook 	<ul style="list-style-type: none"> Knowledge of school governance Knowledge of Management Information Systems 	<ul style="list-style-type: none"> Interview Presentation References
Disposition	<ul style="list-style-type: none"> Able to work under pressure to meet deadlines and prioritise workloads Able to work as part of a 		<ul style="list-style-type: none"> Interview References

	team <ul style="list-style-type: none"> • Self-motivated • Flexible approach to work • Committed to the principles of equality and diversity 		
Circumstances	<ul style="list-style-type: none"> • Willing to work outside normal office hours • Full current driving licence or access to a means of mobility support • Basic disclosure clearance 	<ul style="list-style-type: none"> • Interest in education 	<ul style="list-style-type: none"> • Interview • Application form • Basic disclosure