

## PERSON SPECIFICATION

### CLERK TO GOVERNING BODY

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of general education (must hold a good pass in GCSE English (or equiv.))</li> </ul>	<ul style="list-style-type: none"> <li>• Secretarial qualification</li> <li>• Governance qualification</li> </ul>
<b>Previous Work</b>	<ul style="list-style-type: none"> <li>• Experience of working as a secretary/administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school setting</li> </ul>
<b>Professional Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Proven typing skills and an ability to take minutes and transcribe notes</li> <li>• A competent IT user, including Word to an advanced level</li> <li>• Excellent communication and interpersonal skills with the ability to communicate effectively with a wide variety of people</li> <li>• Excellent administrative and organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working as a Clerk to Governors</li> <li>• Knowledge and experience of school procedures, organisation and structure</li> </ul>
<b>Other Personal Qualities</b>	<ul style="list-style-type: none"> <li>• An ability to work from home and to work flexibly</li> <li>• An ability to organise one's time, to prioritise and to meet deadlines</li> <li>• An ability to work under time pressure</li> <li>• Responsible and reliable</li> <li>• Discreet and able to work with confidential information</li> </ul>	<ul style="list-style-type: none"> <li>• Up-to-date knowledge of current educational developments</li> <li>• An understanding of legislation and statutory requirements affecting the decision-making processes in a school environment; or the ability to develop this knowledge base quickly.</li> </ul>