|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Essential | Desirable | Assessed via |  |  |
| **Qualifications:** | | | | | |
| GCSE pass grade C or above (or equivalent) in maths and English | 🗸 |  | Application form and interview  Certificates checked at interview |  |  |
| Have already attended or be prepared to make a commitment to attend the National Training Programme for Clerks or its equivalent. |  | 🗸 |  |  |
| **Experience:** | | | | | |
| Experience working in a school or similar environment | 🗸 |  | Application form |  |  |
| Experience working in a special school |  | 🗸 | Application form |  |  |
| Previous clerking experience | 🗸 |  | Application  form |  |  |
| **Knowledge and Skills:** | | | | | |
| Good listening and communication skills | 🗸 |  | Interview |  |  |
| Business writing and professional communication skills | 🗸 |  | interview |  |  |
| Writing agendas and accurate concise minutes | 🗸 |  | Interview |  |  |
| ICT including keyboarding skills | 🗸 |  | Task |  |  |
| Organising their time and working to deadlines | 🗸 |  | Interview |  |  |
| Record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners | 🗸 |  | Interview |  |  |
| Knowledge of governing body procedures | 🗸 |  | Interview |  |  |
| Knowledge of educational legislation, guidance and legal requirements | 🗸 |  | Interview |  |  |
| Knowledge of the respective roles and responsibilities of the governing body, the headteacher, the LA, DFeS. | 🗸 |  | Interview |  |  |
| Willing to undertake training and other CPD activities in order to further develop the specialist skills needed for the role | 🗸 |  | interview |  |  |
| **Role specific:** | | | | | |
| Able to, speak and write in grammatically correct English | 🗸 |  | Interview/  task |  |  |
| Ability to speak more than one language |  | 🗸 | interview |  |  |
| Be able to work at times convenient to the governing body including attending evening and morning meetings | 🗸 |  | interview |  |  |
| Understands safeguarding procedures relating to the role | 🗸 |  | interview |  |  |
| **Personal Qualities:** | | | | | |
| Able to maintain confidentiality | 🗸 |  | interview |  |  |
| Excellence record in both attendance and punctuality. Not in Management of Absence process. | 🗸 |  | Reference |  |  |
| Able to work in team | 🗸 |  | Interview  task |  |  |
| Proactive and able to work under own initiative . | 🗸 |  | Task in tray |  |  |
| Approachable, polite and professional | 🗸 |  | Interview |  |  |
| Resilient. Able to meet demands of a challenging high pressured environment and deal with emergencies when required | 🗸 |  | interview |  |  |
| Have a flexible approach to working hours | 🗸 |  | interview |  |  |
| High expectations of self and others | 🗸 |  | interview |  |  |
| Well-groomed and presented in line with requirement of the role. | 🗸 |  | interview |  |  |
| Committed to equality of opportunity for all | 🗸 |  | interview |  |  |