



1666

SIR THOMAS RICH'S SCHOOL

GLOUCESTER

PERSON SPECIFICATION

JOB TITLE: **Clerk to Governors and Company Secretary**

	Essential	Desirable
QUALIFICATIONS		
GCSE or equivalent, Grade C or above in English language and mathematics	•	
KNOWLEDGE AND SKILLS		
The ability to work independently and be self-motivating	•	
A willingness to be a 'Team Player'	•	
A detailed knowledge of Microsoft Office including Word, Excel, and Outlook	•	
The ability to interpret legislation, policies and guidance documents	•	
Accurate typing/proof-reading skills	•	
Accurate minute-taking skills	•	
Possess an 'eye for detail'	•	
A basic understanding of the curriculum and organisation of a secondary school		•
The ability to work on one's own initiative whilst recognising when to refer issues elsewhere	•	
Knowledge of Safeguarding procedures	•	
A willingness to be involved in extra-curricular activities		•
EXPERIENCE		
Working with young people		•
Working within a school		•
Working within an office environment and familiarity with office procedures/practice	•	
Previous experience as a Clerk		•
PERSONAL QUALITIES		
Proven organisational skills	•	
Excellent communication skills both written and verbal	•	
Ability to prioritise workload	•	
Excellent emotional awareness, eg ability to deal sensitively with people	•	
Ability to resolve conflicts with tact and diplomacy	•	
Ability to relate to children and adults, diverse in age and background	•	
Willingness to be flexible in working hours	•	
Ability to adapt to changing and challenging circumstances	•	
The ability to think ahead to prevent problems arising	•	
Ability to operate professionally, calmly and effectively	•	
Be approachable and pleasant	•	
Possess a positive attitude and good sense of humour	•	
Uphold confidentiality and discretion at all times	•	
A commitment to continuing professional development and a willingness to learn new skills	•	