

Fulbrook Middle School



Samantha Clancy, Head Teacher

Clerk To Governors

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications	<p>Educated to GCSE level or equivalent</p> <p>Good standard of literacy and numeracy</p>	<p>National Training Programme for Clerks or equivalent</p> <p>Shorthand qualification.</p>
Experience	<p>Previous experience of secretarial work, including minute taking.</p> <p>Working as part of a team.</p>	<p>Experience of working in an educational setting.</p>
Skills/Knowledge/Aptitude	<p>Good listening, oral and literacy skills</p> <p>Time management and working to deadlines</p> <p>Excellent record keeping, information retrieval and dissemination of governing body data/documentation</p> <p>ICT including keyboard skills</p>	<p>Writing agendas and accurate concise minutes</p> <p>Organising meetings</p> <p>Using the internet to access relevant information</p> <p>Knowledge of Governing Body procedures</p> <p>Knowledge of educational legislation, guidance and legal requirements</p> <p>Knowledge of Data Protection legislation</p>
Personal Attributes	<p>Able to work with integrity and confidentially.</p> <p>Remain impartial.</p> <p>Flexible approach to working hours.</p> <p>A positive attitude to personal development and training</p> <p>Good interpersonal skills</p>	
Other	<p>Able to work at times convenient to the Governing Body, including evening meetings.</p>	